



COMMUNITY SERVICE ADMINISTRATOR

Village: Lower Moencopi
Reports To: Board of Directors
Salary/Hourly Range: 39
Status: EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 11/09/2015

INTRODUCTION:

This position is responsible for the management and supervision of the community office operations and performs administrative and technical duties of high difficulty, facilitating planning and developing/implementing community service programs. The Board of Directors and incumbent in consultation, sets the overall objectives and resources available. The incumbent works independently, planning and carrying out assignments, resolving most of the conflicts that arise and coordinates work with others as necessary. The village board is kept informed of progress and of any potentially controversial matters. Completed work is reviewed and evaluated from an overall standpoint of feasibility and effectiveness in meeting established village goals and objectives conformance to established policies and procedures.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Provides administrative and technical assistance to the Village Board of Directors, establishing an administrative structure and staffing, developing socio-economic goals and objectives; programs and project management plans; village policies and procedures and assessment of community needs.
2. Provides guidance and technical assistance to the Board of Directors in preparing project funding proposals/applications relating to the comprehensive community planning and development for projects funded by the village and other funding sources.
3. Prioritize community development projects and utilize services of local governmental agencies and other source developmental agencies/personnel to secure technical advice and assistance in implementing community planning and projects.
4. Establishes and maintains official records of financial transactions (village budgets/accounts) required for audits and ensure expenditures are in compliance with established financial policies and procedures.
5. Prepares correspondences, reports, project status reports and other documents; submits to the Board of Directors, appropriate tribal, village and funding agencies. Establish and maintain official records of documents and files.
6. Directs and exercises full supervisory responsibilities and duties over assigned subordinate staff; train staff in proper fiscal management practices; develops performance plans and evaluates staff using the plan; initiates personnel actions as appropriate.
7. Collaborates and confers with local residents, Hopi Tribal government, other Hopi communities, outside organizations, federal, state, and local governmental agency representatives to facilitate communications and to seek technical assistance. Attend meetings and public forums, represents the Village of Moencopi (Lower).
8. Assist in overseeing Standing Committees in establishing goals, objectives and budgets.
9. Assist in facilitating legal court referrals to the Village.
10. Performs other related duties as assigned and authorized to meet village goals and objectives.

PERSONAL CONTACTS:

The personal contacts are with other tribal employees, wither personnel of private and public sector businesses/organizations, with Hopi Tribal Council members and tribal officials and the general public. The purpose of these contacts is primarily to provide and exchange information, obtain assistance/advisement and to resolve situations by influencing or motivating other who are working towards mutual goals.

PHYSICAL EFFORT & CONDITIONS:

Work is performed in a standard office environment and requires normal safety precautions typical of offices/meeting rooms and working around office machines and equipment. Walking over rough and uneven or rocky terrain is required when conducting on-site project monitoring. Occasional travel on and off the Hopi Reservation is required. Work beyond normal work hours is required to coordinated provision of services.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: Bachelor's Degree in Business Management, Public Service Administration or related Field; AND

Training: Training in Budgeting, Grants/Contracts Administration, funds development and office/records management; AND

Experience: Four (4) years related work experience in community and public services program planning, development and management, of which two (2) years must be in a supervisory capacity; OR

Any Equivalent combination of education, training, and experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of administrative operational planning, financial and human resource management principles, practices and methods.
- Considerable knowledge of financial and office records management i.e., budgeting, accounting principles, practices and methods.
- Working knowledge of grant proposal writing, contract negotiations, office administration and procedures.
- Knowledge of Microsoft Word, Excel Programs and other office machines/equipment
- Knowledge of political, cultural and socio-economic environment of the Hopi Reservation and its people.
- Some working knowledge of Court Proceedings.
- Some working knowledge of U.S. Safe Drinking Water Regulations.

Skills:

- Excellent verbal and written communication skills adequate for public presentations, preparation of statistical and narrative reports, composing business plans, developing grant/contract proposals, etc.
- Skill in operating a computer and various other office machines and equipment.
- Good research, analytical and organizational skills.
- Excellent management, supervisory and human relations skills.

Abilities:

- Ability to translate Hopi to English and vice versa.
- Ability to plan, implement and accomplish work in accordance with established policies, objectives priorities and timelines.
- Ability to supervise and evaluate the work of others, analyze and assess administrative needs and situations.
- Ability to analyze, assess and develop appropriate action plans to resolve complex or controversial matters.
- Ability to prepare budgets/modifications, financial statements and write narrative, statistical and required reports.
- Ability to establish, maintain professional and positive working relationship with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course,
2. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.

PREFERRED REQUIREMENT:

1. Speak and understand the Hopi language.