



## **DIRECTOR**

Department of Natural Resources

Reports To: Executive Director

Salary/Hourly Range: 68

FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 3/01/2021

### **INTRODUCTION**

The Department Director serves as the principal strategist, planner and manager regarding the protection, management and effective utilization of the natural & cultural resources of the Hopi Tribe and related management systems/administrative operations, and is further responsible for providing professional level management oversight, direction and supervision of the major functional units & projects of the Department. The work of the incumbent involves varied duties requiring the skillful use of many different and sometimes-unrelated processes and methods applied to a broad range of activities and always involving substantial depth of analysis. Assignments are characterized by their breadth and required intensity of effort and often involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to understand & determine the nature of and the scope of the problems and alternative recommended solutions. The incumbent maintains frequent contact with the Department's administration staff, other Tribal office/department directors & supervisors, and occasional contact with Tribal Chairman/CEO, Hopi Tribal Council, Tribal & village officials/staff, other public/private organizations/personnel, the general public, and funding agency representatives. The purpose of the contacts is to exchange information related to project planning, coordination, management & assessment, and building mutually beneficial professional relationships.

### **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) Oversee the functional units (office & programs/projects) under the Department, providing leadership, vision and strategic direction in the development and implementation of strategic & operational plans, goals & objectives (critical pathways), quality & regulatory standards, administrative policies & protocols, and maintenance & control of essential business, communication, information and operational support systems & resources pertaining to the natural & cultural resources management of the Hopi Tribe. Maintain close communication and working relationship with the Executive Director (Supervisor) on decisions affecting the overall strategy and established operational plans of the Hopi Tribe.
- 2) Develop and periodically review and revise the organization mission & strategy for the Department; establish and maintain an effective organization structure and staffing plan; review and approve program/project plans (mission and scope of responsibilities & obligations) for placement under the Department including proposed functional & staffing charts for purpose(s) of uniform growth and overall effectiveness/efficiency; and refer other proposed structural changes to the Executive Director for further review & assessment with specific rationale and recommendations.
- 3) Conduct surveys, studies, research, etc., to analyze, assess, and respond to the identified tribal & community needs regarding natural & cultural resource management; conduct meetings with other department heads to disseminate information and/or solicit input on program & project planning and development activities; conduct management team & program & project planning and development activities; conduct management team & program staff meetings to discuss progress, problems & solutions, barriers & opportunities and to share innovative ideas & approaches applicable to the enhancement/improvement of management services.
- 4) Collaborate & work cooperatively with other natural & cultural resource management agencies & organizations both public & private, to ensure that the goals & objectives of the Hopi Tribe are enhanced and advanced in accordance with the established plans and general policies of the Tribe; establish, implement & maintain effective management/service network & linkage systems with other agencies/organizations, i.e., cooperative management agreements, case referral systems, intelligence & equipment sharing agreements, etc.; establish & implement management concept of consolidated (one-step) service programs.

- 5) Conduct evaluations and assessments of departmental & project activities to determine compliance with applicable Federal, State & Tribal laws, rules & regulations, policies, & procedures, etc., and the ensure project outcomes meet Tribal goals & objectives and specified quality standards.
- 6) Develop and implement administrative policies & procedures and protocols for guiding the administration of Departmental operations and for implementation of Tribal goals & objectives, including benchmarks & measures of accountability to ensure production, effective & efficient delivery of services, expenditure controls, timelines, etc.; assess and implement new management systems and major modifications to existing systems, i.e., introduction of new technology concepts & associated hardware & software programs; and maintain an effective and compliant, management of financial business and administrative services/transactions which enhances quality services & work production and adherence to established management policies, procedures & practices.
- 7) Serve as direct line supervisor to the Department's functional unit supervisors and program/project directors, and obtains maximum utilization of their services by clearly defining their responsibilities & duties, establishing training & performance plans, conducting periodic & timely performance reviews & evaluations, providing appropriate mentoring/coaching & training, and taking appropriate follow-up actions as necessary; Provide guidance on matters of policy, program, budget, publication and legal responsibility; review & approve internal administrative agreements and commitment under the department in accordance with established policies. Accountable for recruitment of competent & skilled workforce and acquiring training resources necessary to meet functional obligation.
- 8) Develop and submit funding proposal for new project or for enhancement of existing functions & services; and establish & maintain budgets/expenditure accounts (includes budget modifications/amendments and fund obligations/expenditure projections, etc.) for funds acquired. Generate operational and project management reports ensuring accurate, complete and timely submission of required reports.
- 9) Ensure that the Hopi Tribal Council/Committee and its officers are kept fully informed of the conditions and progress of planning activities and departmental operations including all important factors influencing them; and provide professional advice and guidance on matters of importance.
- 10) Perform other related duties as assigned or authorized by the Executive Director and/or Hopi Tribal Council/Committees in order to meet Tribal objectives.

**PERSONAL CONTACTS**

The incumbent maintains frequent contact with the Department's administration staff, other Tribal office/department directors & supervisors, and occasional contact with Tribal Chairman/CEO, Hopi Tribal Council, Tribal & village officials/staff, other public/private organizations/personnel, the general public, and funding agency representatives. The purpose of the contacts is to exchange information related to project planning, coordination, management & assessment, and building mutually beneficial professional relationships.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work of the incumbent is mostly sedentary and performed in a standard office environment. The incumbent is considered a member of the Tribe's professional staff and as such is required to work or attend meetings in the evenings and weekends when necessary to accomplish objectives. Moderate travel by automobile on and off the Hopi reservation and occasional travel by commercial airline transport vehicles is required.

**MINIMUM QUALIFICATIONS**

Education: Master's Degree in Natural Resources Management/Ecosystem Management or related field;

AND

Experience: Eight (8) years of professional planning & management experience administering management systems applicable to natural & cultural resources, i.e., program planning & evaluation, grant proposal writing, contract administration, human & financial resources management, coordinating telecommunications & computer network systems, etc.

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of natural & cultural resources development planning & management including principles, practices & techniques and applicable regulations.
- Good knowledge of federal & states laws & regulations governing the protection & management of natural & cultural resources.
- Good knowledge of business & project management principles, practices, and administrative procedures.
- Good knowledge of human resources, financial, facilities & risk prevention management principles, practices and administrative procedures.
- Good knowledge of effective leadership, mentorship and supervisory principles, practices, methods, techniques, etc., conducive to establishing and maintaining a motivated & proactive management team.
- Excellent writing & verbal skills to communicate policy, strategy, management principles, etc., and to effectively develop and present complex & technical concepts and plans to people.
- Excellent management & administrative skills including organizational development & assessment, project planning & administration, supervision, etc.
- Effective interpersonal relations skills to motivate staff and to negotiate with outside agency representatives.
- Excellent customer service and public relations skills.
- Ability to liaise with various governmental agencies, private business, industry and development representatives.
- Ability to plan, organize, and accomplish work in accordance with establish objectives, priorities and timelines; and to interpret the purpose/intent of objectives, rules & regulations, etc.
- Ability to conduct research and develop logical and practical administrative policies & procedures.
- Ability to establish and maintain an effective, positive, & professional working relationship with staff and others.
- Ability to manage multiple and multi-component projects at one time.
- Ability to understand & speak the Hopi language for the purpose of effectively communicating with Hopi Tribal/Village leaders/officials and Hopi/Tewa constituents who prefer to converse in the Hopi language.

## **NECESSARY SPECIAL REQUIREMENTS**

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and complete/pass the Hopi Tribe's Defensive Driving course. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.