



## **PROGRAM MANAGER**

Department of Natural Resources

Reports To: DNR Director

Salary/Hourly Range: 56

FLSA Status: EXEMPT

**VALID DRIVER'S LICENSE REQUIRED**

PD Developed: 06/12/2018

### **INTRODUCTION**

Under the direct supervision of the Department of Natural Resources' (DNR) Director, the Program Manager is responsible for and manages a DNR Program.

This Position is responsible for administrative management and supervisory responsibilities of the Program. The work involves creativity and experienced judgment to resolve administrative and technical issues, while simultaneously dealing with complex federal, state and tribal laws, regulations, policies and procedures that may include largely undefined issues and elements, requiring communication, research and analysis of the issue(s) involved. Decisions and actions are based upon independent judgment. This position requires the Program Manager consults with the DNR Director on potentially controversial and sensitive matters and refers concerns and unfamiliar situations to the DNR Director for assistance and/or final decisions.

Work performance is reviewed for accuracy and effectiveness in meeting Program goals and objectives and conformance with policies and regulations.

### **KEY DUTIES AND RESPONSIBILITIES**

(This is not a comprehensive listing of all functions and duties. This listing is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Manages program through program supervisors.
2. Develops and administers annual program budget.
3. Establishes short and long term program and service goals and objectives.
4. Oversees compliance with budgetary limitations.
5. Provides accounting and expenditure control for program budget.
6. Negotiates with federal and state funding agencies in securing federal and state grants and funds.
7. Contract and Grant proposal development and administration; responsible for compliance in all aspects of the award through completion. Includes narrative reporting.
8. Responsible for the administration and compliance of external Consulting agreements, including terms and conditions of agreements through the tribe's procurement process.
9. Consults with Department Director to develop and periodically review/revise the organizational mission, goals & objectives and functional changes in the program and/or scope of responsibility & obligations; streamline program operations in accordance with established organizational policies.
10. Strengthens program activities and implements internal control mechanism through development of procedures and guidelines in maintaining program accountability.
11. Develops and executes program/office plans, policies, goals & objectives to assist in improving effectiveness and productivity.
12. Assures program mission is in compliance with program and tribal goals and objectives; where major policy changes are necessary in responding to budget appropriations or legislation changes, consults with the Department Director.

13. Represents the program on behalf of the Hopi Tribe. Interacts with the public and outside organizations; local, tribal, state, and federal agencies and officials of the Hopi Tribal government to address various issues relating to the Program and the Tribe. May deal extensively with various committee(s).
14. Performs other related duties as assigned or authorized to achieve tribal/program goals and objectives.

### **Knowledge and Skills**

- Knowledge of modern principles and practices of program operations, strategic planning, supervision, personnel management, accounting and purchasing activities;
  - Knowledge of Tribal regulatory ordinance and regulations development;
  - Knowledge of the Hopi Tribe, Federal, and state laws, regulations, and guidelines governing aspects of tribal operations relative to program responsibilities;
  - Knowledge of budget and reporting systems, financial controls, program analysis and performance measures;
  - Knowledge of program operational activities, mission and customer service requirements;
  - Knowledge of the principles and practices of proposal writing, grant/contract budget development and application processes;
  - Knowledge of the political, cultural, and socio-economic environment of the Hopi reservation.
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- Skill in developing and analyzing program strategic plans, operating systems, inventory or property, procedures and controls, budgets and forecasts;
  - Skill in formulating and executing, documents and reports, short and long-term goals and objectives, and program performance measures;
  - Skill in managing staff and complex internal work relationships;
  - Skill in maintaining open communication and effective working relationships;
  - Skill in providing advice and direction to subordinate managers, supervisors and staff;
  - Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations;
  - Skill in the interpretation and analysis of the Hopi Tribe, Federal and State guidelines and regulations.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The majority of work is sedentary and performed in a standard office environment. Travel to off-site work areas by vehicle may be required and involves rough, uneven and unpaved roads, and may occur during periods of varying weather conditions which can include inclement weather, including extreme temperature conditions. Travel on and off the Hopi Reservation is required via automobile and/or air.

### **MINIMUM QUALIFICATIONS**

Education: Bachelor's Degree in Public or Business Administration OR a Natural Resources Management related field;

AND

Experience: Seven (7) years program related work experience; two (2) years of which must have been in a Supervisory capacity;

OR

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

### **NECESSARY SPECIAL REQUIREMENTS**

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. 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.

### **DESIRED REQUIREMENTS**

- Master's Degree in Public or Business Administration or a Natural Resources Management related field.
- Four (4) years of supervisory program related work experience.
- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.