



TRIBAL OPERATIONS OFFICE

TRIBAL OPERATIONS OFFICER

INTRODUCTION: Primary mission of this position is to carry out the federal government's trustee mandate for enhancing the quality and effectiveness of governmental services to the Hopi/Tewa people.

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

1. Provides technical advice, assistance and training to tribal/village officials and management personnel in drafting codes, ordinances, resolutions, amendments, and other organic documents for achieving effective governmental organization and functions includes all aspects of Tribal membership legislation and administration; reviews all tribal enactments to ascertain that constitutional, charter, legislative and regulatory requirements are observed.
2. Serves as liaison between the BIA Hopi Agency and the Hopi Tribe in relation to Federal Trust responsibilities as required by Federal statutes and provides guidance on the Federal Budget Systems implementation; Federal Trust Fund monitoring of Hopi accounts; and full implementation of "Scope of Work" entitled in the Self-Determination "638" mature contract for Tribal operations; ensures that the Government to Government Relationship between the Hopi Tribe and Bureau of Indian Affairs is maintained at a mutually satisfactory level.
3. Consults with and maintains close communication with the Hopi Tribal Chairman/CEO and the Hopi Tribal Council on all decisions affecting the overall strategy and established operational plans of the Hopi Tribe; ensures that the Hopi Tribal Council and its officers are kept fully informed of the conditions and progress of project activities; attends Tribal Council meetings to provide reports, professional advice/guidance as requested.
4. Serves as direct line supervisor to the administrative staff of the Tribal Operations office and obtains maximum utilization of their expertise and services through clear definition of their responsibilities & duties, establishes performance plans, conducts periodic performance reviews & evaluations, takes appropriate follow-up actions as necessary; provides guidance on matters of policy, program, budget, publication and legal responsibility; reviews & approves internal administrative agreements and commitments in accordance with established management policies/protocols.
5. Interprets the applicability of the Indian Reorganization Act of June 18, 1934 (48 Stat 984), as amended, and other pertinent legislative enactments affecting the tribe and offers guidance in developing appropriate responses and actions.
6. Conducts Hearings of Record on PL 93-134 matters and other claims awards in cooperation with village leaders; documents and reports hearing results to federal and state governments; assists in the development of plans for the use and distribution of judgment funds.
7. Oversees the management and administration of the Bureau Indian Affairs / Indian Records Management System People Sub-System; maintains the system and updates the data bank by ensuring the accuracy of information inputted into the system; information is generated from sources such as tribal membership enrollment records, birth & death certificates, marriage & divorce decrees, etc. Disseminates and interprets specific data and general demographic statistical reports produced from the data bank system.
8. Develops implements and manages the Tribal Operations annual budget. Monitors expenditure on a monthly basis to ensure compliance with contract terms and tribal management policies and procedures; prepares budget amendments/modification on an as-needed-basis for approval by Tribal Budget Oversight Team and BIA Hopi Agency Officials.
9. Regularly communicates and submits written reports of accomplishments to the Tribal Chairman/CEO and the Hopi Tribal Council; conducts surveys, studies, research, etc., to analyze, assess, and respond to identified Tribal management needs; conducts meetings to discuss progress, problems & solutions, barriers & opportunities and to share innovative ideas & approaches applicable to the enhancement/improvement of management systems.

COMPLEXITY: The work of the Tribal Operations Officer involves varied duties/tasks requiring many different and unrelated processes and methods applied to a broad range of activity or substantial depth of analysis. Assignments are characterized by breadth and intensity of effort and 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 roving and analysis to determine the nature and scope of the problems.

SUPERVISION RECEIVED: The incumbent is responsible/accountable to the Hopi Tribal Council for performance of its scope of work functions/responsibilities and achievement of established goals under general supervision of the Tribal Chairman/Chief Executive Officer. The incumbent and supervisor in consultation, develop projects, priorities, deadlines, and work standards to be accomplished. The employee is responsible for planning and carrying out the assignments independently, resolving most conflicts which may arise. Completed work is reviewed from an overall stand point in terms of feasibility, compatibility and the effectiveness in achieving expected results. The incumbent is required to possess the level of expertise, skills and abilities required to carry out the full functions and responsibilities of the position.

PERSONAL CONTACTS: Contacts are with tribal & village officials & management personnel, tribal council, other public/private organizations/personnel, funding agency representatives, and general public for the purpose of reporting & exchanging factual information and provision of services; coordinating work & projects in progress, and building mutually beneficial professional relationships.

PHYSICAL EFFORT AND ENVIRONMENTAL FACTORS: Work is mostly sedentary and performed in a standard office environment. Employee is required to work evenings and weekends when necessary. Moderate travel by automobile on and off reservation and by commercial transportation to far away laces is required.

MINIMUM REQUIREMENTS:

1. Required Education, Training and Experience:

A. Education: Master's Degree in Public/Business Administration, Political Science, or related field;

AND

B. Experience: Seven (7) years of professional management experience that involves program planning and evaluation, regulatory compliance evaluations & assessments, grant proposal writing, contract administration/management, human & financial resources management, facilitating management trainings, etc.

OR

C. Any equivalent combination of education, training and experience, which demonstrated the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Good knowledge of government-to-government relationship between the federal/state governments and Indian Tribes

Good knowledge of the P.L. 93-638 Self-Determination laws and regulations

Good knowledge of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984) as amended

Good knowledge of tribal, federal and state funding rules, regulations and processes

Good knowledge of organizational development and assessment methods and processes

Extensive knowledge of project management principles, practices, and administrative procedures

Good knowledge of human & financial resources management principles, practices, and administrative procedures

Good knowledge of Management Information Systems (MIS) and associated hardware/software technology

B. Skills:

Excellent verbal communication and writing skills required to conduct public presentations and to develop technical reports & grant proposals, etc.

Excellent administrative and technical management's skills

Effective interpersonal relations skills for motivating people and to negotiate with funding agency representatives

Skill in developing and analyzing program strategic plans, operating systems, procedures and controls

C. Abilities:

- Ability to analyze and interpret the purpose/intent of legislation and applicable rules and regulations, etc.
- Ability to plan, organize, and accomplish work in accordance with establish objectives, priorities and timelines
- Ability to analyze and assess systems failures and develop appropriate corrective actions
- Ability to conduct research and develop logical and practical administrative policies and procedures
- Ability to establish an effective and positive working relationship with tribal & village officials and their management personnel
- Ability to review and assess capabilities and performance of subordinate staff taking appropriate action to maximize effectiveness and efficiency

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a sensitive background investigation & credit check and fingerprint check) in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona Driver's license and satisfactorily complete the Hopi Tribe's Defensive Driving course.
3. Subject to alcohol & drug testing, as necessary, in accordance with established policy

DESIRED QUALIFICATION:

1. Ability to speak and understand the Hopi language for the purpose of conversing with tribal and village officials who may prefer to converse in the Hopi language.

REVIEWED BY:  7/12/10
Hiring Authority Date

APPROVED BY:  7/15/2010
Personnel Director Date

SENSITIVE - SALARIED
Range 60
07/2010(nfp)