



DEPARTMENT OF COMMUNITY HEALTH SERVICES

DEPARTMENT DIRECTOR

INTRODUCTION:

Roles & Responsibilities: Day-to-day responsibility for the administration of Tribal regulatory & management policies is vested in the Executive Director who serves as the primary Tribal Administrator of the Tribe's administrative management operations. The Department Director serves as the principal strategist, planner and manager regarding the effective management and utilization of available related resources. The incumbent is further responsible for providing professional level management oversight, direction and supervision of the major functional units & projects of the department. And related management systems/administrative operations

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

1. Oversees the functional units (offices & 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 Community Health Services management of the Hopi Tribe. Maintains 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. Develops 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 refers other proposed structural changes to the Executive Director for further review & assessment with specific rationale and recommendations.
3. Conducts surveys, studies, research, etc., to analyze, assess, and respond to the identified tribal & community needs regarding Community Health Services management; conducts meetings with other department heads to disseminate information and/or solicit input on program & project planning and development activities; conducts 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. Collaborates & works cooperatively with other Community Health Service 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 & maintains an 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. Conducts evaluations and assessments of departmental & project activities to determine compliance with applicable Federal, State & Tribal laws, rules & regulations, policies & procedures, etc., and to ensure project outcomes meet Tribal goals & objectives and specified quality standards.
6. Develops and implements 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. Serves 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; Provides guidance on matters of policy, program, budget, publication and legal responsibility; reviews & approves internal administrative agreements and commitment under the department in accordance with established policies. Accountable for acquisition of competent & skilled workforce and training resources necessary to meet functional obligations.

8. Develops and submits funding proposal for new projects 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. Ensures that the Hopi Tribal Council/Task Teams 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. Performs other related duties as assigned or authorized by the Executive Director, Hopi Tribal Council/Task Teams and/or Legislative Officers in order to meet Tribal objectives.

COMPLEXITY: 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.

SUPERVISION RECEIVED: The incumbent is responsible/accountable to the Executive Director for the development and implementation of department administrative operational plans. The incumbent works under the general day-to-day oversight and supervision of the Executive Director who sets the overall objectives and determines and assigns available resources. The incumbent in consultation with the supervisor develops policies, projects, priorities, deadlines and work standards to guide the pursuit of Tribal/department objectives. The incumbent is responsible for planning and carrying out the assignments independently, resolving conflicts, which may arise. Completed work is reviewed from an overall stand point in terms of feasibility, compatibility and effectiveness in achieving expected results.

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/Task Team, 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:

1. Required Education, Training and Experience:

- A. Education : Masters Degree in Business/Public Administration or Community Health Services Management related field;

AND

- B. Experience : Ten (10) years of professional planning & management experience administering management systems applicable to Community Health Services, i.e., program planning & evaluation, grant proposal writing, contract administration, human & financial resources management, coordinating telecommunications & computer network systems, 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:

- Extensive knowledge of Community Health Services development planning & management including principles, practices & techniques and applicable regulations
- Good knowledge of federal & state laws & regulations governing Public Health Service Program
- 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 automated management systems and associated hardware/software technology applicable to Public Health Service Management
- Good knowledge of tribal, federal & state funding sources regulations and application processes
- Good knowledge of effective leadership, mentorship and supervisory principles, practices, methods, techniques, etc., conducive to establishing and maintaining a motivated & proactive management team
- Good knowledge of modern (state of the art) planning & research techniques, methods and practices that includes the application of the latest technology changes
- Familiarity with socio-economic realities existing on Indian Reservations

B. Skills:

- 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.
- Excellent skills in utilizing state-of-art technology applicable to planning and project management i.e., equipment, software, etc.
- Effective interpersonal relations skills to motivate staff and to negotiate with outside agency representatives
- Excellent customer service and public relations skills

C. Abilities:

- Ability to plan, develop, implement and administer management systems and to determine the cost-effectiveness and utilization of alternative processes
- Ability to liaise with various governmental agencies, private businesses, 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 analyze & assess systems failures and develop appropriate corrective action measures
- 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 review and assess capabilities and performance of subordinate staff taking appropriate action to maximize effectiveness and efficiency
- Ability to manage multiple and multi-component projects at one time

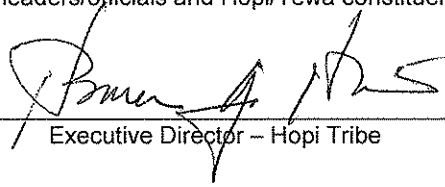
NECESSARY SPECIAL REQUIREMENT:

1. Possess a valid Arizona State Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must undergo a complete background investigation required by the Hopi Tribe and Funding Agency, including prior employer reference check, educational & professional credentials check, criminal background/fingerprint check, credit history check, etc.

DESIRED QUALIFICATION REQUIREMENTS:

1. Five (5) years work experience as a Community Health Services Analyst/Planner or Director.
2. 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.

REVIEWED BY: _____


Executive Director – Hopi Tribe

DATE: _____

5/3/10

APPROVED BY: _____


Director – Human Resource Management

DATE: _____

5-5-10

Classification: (Reclassified 03/2010)
Regular/Full Time, Exempt/Salaried & Sensitive Position
Salary Range [70]