



HIGHER EDUCATION AND WORKFORCE DEVELOPMENT MANAGER

Office of Higher Education
Department of Education & Workforce Development

Reports To: DOEWD Director
Salary/Hourly Range: 56
FLSA Status: EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 12/29/2016

INTRODUCTION

This position is responsible for directing, managing, and supervising the higher education programs of the Hopi Tribe. The work includes varied duties involving related steps, processes or methods regarding the management of administrative operations of the Grants and Scholarships Program, Adult Vocational Training Program, Vocational Rehabilitation Program, and the Workforce Innovation and Opportunity Act Program.

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. Lead, plan, organize, and manage program activities; develop, implement and evaluate short-and long term goals & objectives, in compliance with scope of work and funding agency requirements; administers and manages the Grants and Scholarships Program, Adult Vocational Training Program, Vocational Rehabilitation Program, and the Workforce Innovation and Opportunity Act Program; ensures the contractual data requirements are complete; research, analyze, and correct deficiencies to determine office/program direction and goals while maintaining communication with the Department of Education & Workforce Development Director.
2. Conducts and administer fiscal operations managing and monitoring grant/contracts programs and facilitates submission of program reports to DOE&WD Director and appropriate agencies; prepares and provides written program progress reports to funding agencies; conducts strategic planning sessions throughout each program year; includes budgeting, planning/forecasting, authorizes expenditures and coordinates financial reporting requirements; prepares and administers contract/grant proposals, negotiates and enters into contract agreements, evaluates program effectiveness.
3. Interacts with and maintains relationships with appropriate Tribal, State, and Federal agency and organization representatives, Tribal legislative and executive officials, Hopi Tribal Council and committee(s) to enhance services; attends and maintains communication with staff, governing boards, program/office supervisors and villages/communities through meetings, conferences, etc.
4. Responsible for staffing includes recruiting process, interviewing process and staff selection; direct, supervise and evaluate staff work performance/activities as required by the Tribe's Personnel Policies; take appropriate personnel action; provide guidance, coaching and mentoring; identifies staff development requirements.
5. Reviews and makes final determination on all student financial assistance applications within established guidelines and recommendations; works with the financial aid offices of institutions to gather required information; is the awarding official for the programs if required by program policies; keeps abreast of students'/clients'/consumers' on financial status.
6. Understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process; coordinates testing and diagnostic procedures including securing psychological and counseling services as they relate to vocational rehabilitation.
7. Establishes linkages with local and off-reservation education institutions, employment & training agencies, social services agencies, financial resource entities, tribal offices and other community service agencies to enhance the delivery of services.
8. Reports suspected child abuse cases to the appropriate responsible agency(ies) within the timelines and procedures as required.
9. Ensures that the Director of DOEWD is kept fully informed of the conditions and progress of the planning activities and operations including all important factors influencing them; and provides professional advice and guidance on matters of significant importance.

10. Performs other duties as assigned or authorized to achieve department/program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, related agency personnel, villages, schools, Tribal, State, and Federal agencies and organizations. The purpose of these contacts is to exchange factual information related to planning & coordination, build relationships, provide assistance/advisement, and resolve situations by influencing or motivating others who are working toward mutual goals.

PHYSICAL EFFORTS & ENVIRONMENTAL FACTORS

The work of the incumbent is somewhat physical and is performed in a standard office environment working around office machines/equipment requiring normal safety out in the field and the community setting. The incumbent is considered a member of the Tribe's professional staff and as such is required to attend meetings, work in the evenings, weekends, and holidays when necessary, to accomplish objectives. Travel on and off the reservation is necessary.

MINIMUM QUALIFICATIONS

1. Required Education, Training, and Experience:

Education: Master's Degree in Education, Social Services, Business/Public Administration or closely related field;

AND

Experience: Five (5) year's administrative work experience in a progressively responsible supervisory capacity, which includes program development & evaluation, grant/contract management and fiscal management;

OR

Any equivalent combination of directly related Education, Training and Experience, which demonstrates the abilities to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Extensive knowledge of establishing goals and objectives and development planning for the special needs target population;
- Knowledge of principles and practices of higher education and vocational administration;
- Knowledge of strategic planning, contract writing and negotiation, and program evaluation;
- Knowledge of budget and reporting systems, financial controls, department and staff performance methods and measures;
- Knowledge of departmental operational activities, mission and student service(s) requirements;
- Good knowledge of effective leadership, mentorship and supervisory principles, practices and methods conducive to establishing and maintaining a motivated & proactive team;
- Extensive knowledge of methods and techniques for assessment of services;
- Knowledge and respect of the political, cultural, tradition and socio-economic environment of the Hopi Reservation;
- Good knowledge of planning & research techniques, methods and practices;
- Working knowledge of grantsmanship (funds research and proposal, writing, grants/contracts development and negotiations);
- Working knowledge of student financial aid programs (i.e., Pell Grants, SSIG, loans, etc.) and college, university, trade/technical school admission policies and procedures;
- Working knowledge of counseling techniques, concepts, and methods;
- Knowledge of child welfare and child protective services.

Skills:

- Excellent verbal and written communication skills;
- Excellent human relationship skills;
- Skill in developing and analyzing strategic plans, operating systems, procedures and controls and budgets;
- Skill in formulating executive documents and reports and short-and long-range goals and objectives;
- Excellent skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships.

Abilities:

- Ability to determine objectives and to plan and organize work according to objectives, priorities, and deadlines;
- Ability to assess and identify problems and take corrective action;

- Ability to organize, direct and supervise the work of others, and positively develop staff capabilities;
- Ability to establish and maintain professional working relationships with Tribal, State, and Federal agencies/organizations and others.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
3. Must complete and maintain annual immunization and physical wellness exams.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Knowledge of screening and referral services for adults/high school students with special needs.
6. Knowledge of special needs laws and requirements.
7. Must not have any felony convictions.
8. Must not have been convicted of misdemeanors at the local, state, or federal level within the past twelve (12) months of application.

DESIRED REQUIREMENTS

1. Master's Degree in Educational Leadership, Counseling/Human Relations.
2. Speak and understand the Hopi and/or Tewa Languages.