

THE HOPI TRIBE
UPPER VILLAGE OF MOENKOPI

COMMUNITY SERVICES ADMINISTRATOR

INTRODUCTION: This position is responsible for the management and supervision of the Upper Moenkopi Village office operations and performs administrative and technical duties of high difficulty, facilitating, planning and developing/implementing community service programs.

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

1. Provides administrative and technical assistance to the Upper Moenkopi Village Council, establishing an administrative structure and staffing, developing socio-economic goals and objectives, program and project management plans, village policies, procedures and assessment of community needs.
2. Provides guidance and technical assistance to the Council in preparing project-funding proposals/applications related to comprehensive community planning and development for projects funded by the Village and other funding sources.
3. Prioritizes community development projects and utilizes services of local governmental agencies and other source developmental agencies/personnel to secure technical advice and assistance in implementing community planning and projects.
4. Establishes and maintains official records of financial transactions (village budgets/accounts) required for audits and ensures expenditures are in compliance with established financial policies and procedures.
5. Prepares correspondence, reports, project status reports and other documents, submits to the Council appropriate tribal, village and funding agencies. Establishes and maintains official records, documents and files.
6. Directs and exercises full supervisory responsibilities and duties over assigned staff, trains staff in proper fiscal management practices, develops employee performance plans and evaluates staff using the plan, initiates personnel actions as appropriate.
7. Collaborates and confers with local residents, Hopi Tribal government, other Hopi villages, federal, state and local governmental agency representatives to facilitate communications and to seek technical assistance. Attend meetings and public forums to represent the Upper Village of Moenkopi.
8. Performs other related duties as assigned and authorized to meet village goals and objectives.

COMPLEXITY: The work involves duties of different and unrelated processes and methods. Decisions regarding what needs to be completed depend upon the analysis of the subject, phase or issues involved in each assignment and incomplete or conflicting data. Assignments require political sensitivity and may involve several phases being pursued within or outside of organization.

SUPERVISION RECEIVED: The Village Council and incumbent in consultation sets the overall objectives and resources available. The incumbent is responsible for planning and carrying out assignments, resolving most of

the conflicts that arise and coordinates work with others as necessary. The Council are kept informed of progress and of any potentially controversial matters.

Completed work is reviewed and evaluated on the basis of technical soundness, conformity to established policies and effectiveness in carrying out and meeting established goals and objectives.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work unit, personnel of other agencies, private and public sector businesses/organizations and the general public. The purpose of these contacts is to coordinate work efforts, provide assistance/advisement, exchange factual information and develop a network of services. Contacts with village residents may at times become agitative and/or depressive due to complaints regarding services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. Walking over rough, uneven or rocky terrain is required when conducting on-site project monitoring. Travel on and off the reservation is required. Workload is demanding and will require work beyond a normal eight (8) hour daily schedule and sometimes on weekends.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Business Management, Public Service Administration or related field;

AND

B. Training : Training in budgeting, grants/contracts administration, funds development and office/ records management;

AND

C. Experience : Four (4) years work experience in community and public services program planning development and management of which two (2) years must be in a supervisory capacity;

OR

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

2. Required Knowledge, Skills and Abilities:

A. Knowledge : Considerable knowledge of fiscal and office records management, i.e. budgeting, accounting principles, practices and methods

Good working knowledge of organizational and human resource development principles, methods and practices.

Working knowledge of grant proposal writing, contract negotiations, office administration and procedures.

Knowledge of computer automated systems and other office machines/equipment.

Knowledge of the political, cultural and socio-economic environment of the Hopi reservation and people.

B. Skills : Excellent verbal and written communication skills for public presentations, preparing statistical and narrative reports, composing business plans, developing grant/contract proposals, etc.

Excellent analytical, research, planning and organizational skills.

Skill in operating a computer and other office machines/equipment.

C. Abilities : Ability to plan, implement and accomplish work in accordance with established policies, objectives, priorities and timelines.

Ability to supervise and evaluate the work of others, analyze and assess administrative needs and situations.

Ability to analyze, assess and develop appropriate action plans to resolve complex or controversial matters.

Ability to prepare budgets/budget modifications and financial statements; write narrative, statistical and required reports.

Ability to establish and maintain professional and positive working relationships with others.

NECESSARY SPECIAL REQUIREMENTS:

1. Possess valid Arizona Driver’s License and complete/pass the Hopi Tribe’s Defensive Driving Course.
2. Speak and understand the Hopi language to translate Hopi to English and vice-versa.

REVIEWED BY: Ronah Onli-Rin
Department/Office Hiring Authority

10/4/2012
Date

APPROVED BY: Yvonne Sasaw
UVM Council Member/Representative

10/4/2012
Date