



CHIEF ADMINISTRATIVE OFFICER
OFFICE OF CHIEF ADMINISTRATIVE OFFICER

REPORTS TO: HOPI TRIBAL COUNCIL
SALARY RANGE: 72
FLSA Status: EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

The Hopi Tribe is a government organization acting under authority of the Hopi Constitution. The Tribe acts through the Hopi Tribal Council, the governing body. The Tribal Council establishes laws and policies to govern the protection and management of tribal assets & resources and to guide the Tribal administration in performing its responsibility of delivering quality goods and services to the Hopi People. The Chief Administrative Officer serves as the Tribal Administrator.

The work of the Chief Administrative Officer involves varied duties requiring the skillful use of many different and sometimes-unrelated processes and methods applied to a broad range of activities involving substantial depth of analysis. Assignments are characterized by their extent and intensity of effort and often involve several phases pursued concurrently or sequentially with the support of others within or outside the organization. Decisions regarding what needs to be accomplished include largely undefined issues and elements, requiring research and analysis to determine the nature of and the scope of the issues, alternatives and recommended solutions.

The Chief Administrative Officer maintains contact with the Tribal Department Directors, Executive Branch, Tribal Council, Tribal & Village officials/administrative staff, funding agency representatives, external public/private organizations/personnel, and general public for the purpose of reporting & exchanging information, coordinating work & projects in progress, and building mutually beneficial professional relationships.

The work of the Chief Administrative Officer is mostly sedentary and performed in a standard office environment. The Chief Administrative Officer is considered a member of the Tribe's professional staff and as such is required to work evenings and weekends when necessary to accomplish the work. Travel on and off the Hopi reservation is required.

ESSENTIAL FUNCTIONS

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

1. Oversees the Tribe's administrative departments and technical services/programs, providing leadership, strategic direction, and vision in managing the administrative operations of the Hopi Tribal government within the realm of tribal ordinances, regulatory policies and procedures and enacted resolutions; works with senior management to develop, periodically review, revise and execute the organization's mission and strategic operational plans implementing Tribal goals and objectives ("Hopit Potskwaniat"); refers other proposed structural changes to the Hopi Tribal Council for review & action with specific rational and recommendations.
2. Consults regularly with department and program management, reports on performance and accomplishments; determines effectiveness of department service delivery to other programs, tribal entities and the general public; regularly communicates department accomplishments to the Hopi Tribal Council; conducts surveys, studies, research, etc., to analyze, assess, and respond to identified Tribal management system needs; conducts management meetings to discuss progress, problems & solutions, barriers & opportunities and to share innovative ideas & approaches applicable to the enhancement/improvement of management systems.
3. Oversight of financial operations/functions and asset protection; including the annual audit, annual tribal budget, capital asset and property management, and payroll in compliance with generally accepted accounting principles and best practices; in coordination with the Treasurer and/or Finance Director and technical financial expertise, as needed.
4. Restructures and implements immediate and long range division goals, plans and objectives to meet approved Tribal Resolutions and changes in legislative actions and funding; approves short and long range goals and plans developed by department directors and program managers.
5. Assists with development, revisions to and implementation of administrative management policies procedures, guidelines, and programs (i.e. fiscal, procurement, human resources, quality control, etc.) for managing the day-to-day administration of the organizational operations and implementation of the Hopi Tribal Council's objectives; establishes benchmarks, performance measures and standards of accountability to ensure that timelines, annual budget process, grants and contract management including negotiating Indirect Cost Rate, program effectiveness, compliance and desired results are achieved; monitors, analyzes and evaluates operational activities and delivery of services and makes appropriate changes as necessary to achieve quality standards.

6. Serves as direct line supervisor to Departments and obtains maximum utilization of their 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 and legal responsibility; reviews & approves internal administrative agreements and commitments in accordance with established laws, regulation and/or policies.
7. Maintains close communication with 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 the administrative operations and program activities including all-importation factors influencing them; attends Tribal Council meetings and provides quarterly Executive and Department Level reports to the Hopi Tribal Council and provides professional advice/guidance as requested.
8. Maintains professional, positive and effective relationships with internal/external organizations both public & private, and works to ensure that the objectives of the Hopi Tribal Council are enhanced and advanced in accordance with the general policies and objectives of the Hopi Tribal Council.
9. Performs other related duties as assigned or authorized to achieve Hopi Tribal Council priorities, goals and objectives.

KNOWLEDGE AND SKILLS

- Knowledge of strategic planning, contract writing & negotiations, statistical/data reporting, organization structure, and goals and measurable objective evaluation.
- Knowledge of applicable federal policies, laws, regulations and guidelines governing aspects of tribal operations.
- Knowledge of organizational planning and NEPA (National Environmental Protection Agency) regulations required for tribal government and village economic, energy development.
- Knowledge of program development, managerial ethics & social responsibility, decision-making models, budgetary and financial controls and information technology.
- Knowledge of tribal, federal, state, county and foundation(s) funding rules & regulations and processes.
- Skill in written and verbal communication.
- Skill in leadership, managing diverse employees & managing staff and complex internal relationships.
- Skill in communication, measuring productivity, interpreting and executing policies and procedures.
- Skill in establishing partnerships with federal/state and other external agencies.
- Skill in developing and analyzing program strategic plans, operating systems, procedures and controls.
- Skill in analyzing & assessing systems' failures and develop appropriate corrective action.
- Skill in developing logical and practical administrative policies & procedures.
- Skill in developing effective and positive working relationships at all levels of contact.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree or Master's Degree (Preferred) in Business or Public Administration, or closely related field;

AND

Experience: Five (5) years of combined professional and tribal government management experience including organizational strategic planning and administering tribal ordinance and laws, federal (applicable) regulatory systems, i.e., organizational planning & evaluation, grant proposal writing, contract administration and compliance, administering management systems in a supervisory or appointed capacity as a director, executive, chief operating officer with a tribal organization, mid-size corporation or federal/state government.

NECESSARY REQUIREMENTS

- 1) Must 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. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 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.