



**DEPUTY DIRECTOR**  
Department of Natural Resources

REPORTS TO: DNR Director  
SALARY RANGE: 60  
FLSA Status: EXEMPT  
VALID DRIVER'S LICENSE REQUIRED

**INTRODUCTION**

The Hopi Tribe's Department of Natural Resources (DNR) seeks a Deputy Director to oversee programs and operations while assisting the Director in the execution of planning initiatives to improve operations. The Deputy Director has executive level authority of the Department for department-wide planning, organization and operations. In addition, this position will oversee special projects and functions of the Department.

The incumbent is under supervision and line authority of the Director for the Department of Natural Resources. The Deputy Director provides direction and guidance by enforcing overall objectives, priorities and deadlines. The incumbent plans and carries out the successive steps and handles deviations in the work assignment in accordance with instruction, policies, previous training, or accepted practices in the occupation. Completed work is evaluated for technical soundness, appropriateness and conformity with established guidelines, regulations, procedures, policy and requirements.

**ESSENTIAL FUNCTIONS**

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

1. Assumes administrative responsibility in the absence of the Director.
2. Oversees the operation of the department to include administrative functions, communications, and monitoring progress toward departmental goals.
3. Prepares and updates operational documents, interprets department rules and directives, reviews all contracts, and resolves contract disputes. Ensures compliance with Hopi Tribal policy and federal funding requirements.
4. Coordinates the preparation of department's budget; oversight of accounts and budgets by monitoring expenditures and makes adjustments as appropriate; oversees controls to ensure expenditures are in legal compliance and within limits authorized through the budget.
5. Responds to various department operational and efficiency obstacles and determines the appropriate action or resolution.
6. Provides department-wide full supervision over supervisory, professional and technical positions with executive responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, and disciplining and discharging employees.
7. Host and participate in regular meetings and collaborate with DNR's numerous federal, state, non-governmental, tribal, and university partners.
8. Assists in short- and long-range planning of the department; manages special projects or studies to meet the overall direction and objectives of the department for the benefit of the Hopi community.
9. Participate in, present, and attend relevant conferences, meetings, working groups, and recovery teams as a representative of the Department.
10. Conduct outreach and create educational opportunities with and for community members and students.
11. Evaluates internal departmental systems to ensure maximum efficiency and effectiveness; co-develops and establishes department policies, codes, ordinances.
12. Performs other duties as assigned or authorized to achieve Department goals and objectives.

**MINIMUM QUALIFICATIONS**

Education: Bachelor's degree from an accredited college or university in Natural Resources, Environmental Sciences, Water Resources, Sustainability, Environmental Planning, Business or Public Administration.

AND

Experience: Three (3) years of progressively responsible experience in management and administration of environmental programs, including at least two years in a supervisory capacity.

### **KNOWLEDGE AND SKILLS AND ABILITIES**

- Knowledge of principles and practice of environmental science, research techniques, field monitoring protocols and methods and equipment.
- Knowledge and ability to make effective and timely decisions.
- Knowledge of the principles and practices of budgeting as it relates to program management.
- Ability to follow verbal and written communication skills to effectively communicate with tribal governments, congressional and legislative personnel, university, federal and state officials, and other partners.
- Ability to perform a broad range of supervisory responsibilities over others (team-building techniques, leadership, employee development, performance evaluation, coaching and mentoring).
- Ability to negotiate and administer contracts with professional consultants and contractors.
- Ability to understand complex technical environmental data and its relations to public health, environmental compliance and public policy.
- Ability to communicate complex policy and technical material to department, tribal council, the general public.
- Ability to coordinate work efforts within the Department of Natural Resources and other respective tribal departments, as needed, to assure methods are technically accurate, culturally appropriate and in compliance with instructions or established procedures.
- Ability to lead with a vision and passion for serving the Hopi people that translates into action.

### **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 (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 the 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.

### **DESIRED REQUIREMENTS**

- Graduation from an accredited college or university with a Master of Science degree in a related field is preferred.
- Hopi or Native Nations affiliation is preferred, but not required.
- Working knowledge of the Hopi language, history, socioeconomics and cultural protocols.