



## DEPUTY CHIEF ADMINISTRATIVE OFFICER

### Chief Administrative Office

Reports To: CHIEF ADMINISTRATIVE OFFICER  
Salary/Hourly Range: 63  
FLSA Status: EXEMPT; Full-Time

VALID DRIVER'S LICENSE REQUIRED:

#### **INTRODUCTION:**

The Hopi Tribe is a tribal governmental organization acting under the authority of the Hopi Constitution. The Tribal Council (governing body) establishes laws & policies to govern the protection and management of tribal assets & resources and to guide the administrative operation in the performance of its responsibility to deliver quality goods and services to the Hopi People. Day-to-day responsibility for the administration of Tribal laws and policies is vested in the Tribal Chairman who also acts as Chief Executive Officer, (CEO) of the Tribe. The Deputy Chief Administrative Officer contributes and participates as the principle strategist, planner and manager regarding the internal administrative operations and related management systems of the Tribe, and is further responsible for providing professional level management oversight, direction and supervision of the major functional units & projects of the tribal administrative departments. The incumbent is responsible/accountable to the Chief Administrative Officer for the development and implementation of tribal administrative operational plans. The incumbent in consultation with the supervisor develops policies, projects, priorities, deadlines and work standards to guide the pursuit of Tribal objectives. The incumbent is responsible for planning and carrying out the assignments independently, resolving conflicts, which may arise. The completed work review is from an overall standpoint in terms of feasibility, compatibility and effectiveness in achieving expected results.

#### **KEY DUTIES AND RESPONSIBILITIES:**

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

1. Assists the Chief Administrative Officer in overseeing the work of functional units and offices/projects under the Office of Chief Administrative Officer, providing leadership, vision, and strategic direction in the development, implementation, operation, maintenance and control of essential business, communication, information and operational support systems of the organization, and in managing the administration of departmental operations and project activities. Maintains close communication and working relationship with the Chief Administrative Officer (supervisor) on all decisions affecting the overall strategy and operation plans ensuring that decisions are well coordinated and aligned with the Hopi Tribe's objectives.
2. Assist with development and implementation of *strategic & operational plans*, goals & objectives, quality & regulatory standards, administrative policies & protocols, management systems & controls, acquisition of supporting budgets (includes cost estimating/projections & budget amendments/modifications), etc.
3. Review and approval of projects involving major functional changes within the department's mission and scope of responsibilities & obligations;
4. Assessment and implementation of new management systems and major modifications to existing systems, i.e., introduction of new technology concepts & associated hardware & software programs, etc.;
5. Supervision, mentoring, training, and evaluation of senior service unit management staff; and
6. Assist with generating operational and project management reports.
7. Cost Effective development and maintenance of administrative services and management systems which enhances quality & production and compliance with Tribal policies, procedures & practices, including provisions of effective controls;
8. Assist with development and timely submission of funding proposals for new projects or for enhancement of existing functions & services.
9. Correct interpretation, implementation, maintenance of departmental and organizational policies, procedures, practices including provision of effective controls & audit capabilities.
10. Effective and compliant management of financial, business and administrative transactions;
11. Acquisition and maintenance of competent & skilled staff, and training resources necessary to meet functional obligations;

12. Assist with timely completion & submittal of employee performance plans & evaluation reports, employee training & development plans, position description questionnaires & position description amendments/modifications, etc.
13. Accurate, complete and timely submission of required management and technical reports.
14. Works closely with the Chief Administrative Officer to develop, periodically review, review, revise, and execute and organization mission and strategy for the Office of Chief Administrative Officer; establish and maintain an effective organization structure & staffing plan; review and make recommendation to Chief Administrative Officer for approval of all proposed functional & staffing charts for purpose(s) of uniform growth and overall efficiency.
15. Conducts surveys, studies, and research to analyze and respond to the needs of the Tribal and village management system essential for informed decision-making. This ensures that the policies and plans align to the specific requirements and goals of the Hopi Tribe. Meetings with Department Directors/Managers disseminating crucial information about ongoing plans and initiatives, seeking input and feedback from other department heads to ensure comprehensive planning and development, promoting inter-departmental collaboration to align efforts and resources. Schedule management meetings discussing overall progress of various projects and initiatives, identify and address problems, barriers, and potential solutions. Share innovative ideas and approaches to enhance and improve current management systems, ensuring continuous improvement.
16. Assist with development and implements Administrative Policies: establishing clear guidelines and standards for conducting various administrative tasks, ensuring consistency and compliance; Procedures & Protocols: detailing step-by-step processes for carrying out departmental operations, which helps in maintaining efficiency and accuracy; Benchmarks & Measures of Accountability: setting specific performance metrics to evaluate the effectiveness of services, control expenditures, and maintain project timelines. This structured system ensures that all operations are streamlined, transparent, and accountable.
17. Assist with conducting evaluations and assessments of departmental and project activities critical to ensuring compliance and achieving desired outcomes. Compliance verification with Federal, State & Tribal laws ensuring all activities adhere to relevant legal requirements at different governmental levels. Regularly checking that departmental operations comply with rules and regulations. Confirm departmental and project activities follow the Tribe's internal policies and procedures. Align any external standards or best practices to maintain consistency and quality. Assess Project Goals assessing whether the outcomes of projects align with the Tribe's goals and objectives. Evaluate the quality of project deliverables to ensure they meet specific standards
18. The Deputy CAO is the direct line supervisor, establishing clear and achievable performance goals and expectations for department managers and directors, aligned with Tribal objectives. Conduct regular and timely performance reviews to assess progress and provide constructive feedback. Ensure evaluations are fair, comprehensive, and focused on improvement areas and accomplishments. Provide ongoing mentorship and coaching to help managers and directors develop their skills and competencies. Identify training needs and arranging appropriate training programs to enhance overall capability within the departments. Take necessary follow-up actions based on performance reviews and feedback, which may include recognizing achievements, addressing issues, or implementing improvement plans.
19. Ensures that the Hopi Tribal Council and its officers remain well-informed is vital for informed decision-making and effective governance by performing regular reporting on departmental operations and planning activities; including influential factors by communicating any significant internal or external factors that could impact tribal planning activities and operations, such as regulatory changes, funding opportunities or emerging trends. Provide professional advice and guidance to the Hopi Tribal Council.
20. Maintains positive and effective relationships with other organizations to facilitate collaboration and resource sharing. Building connections establishing strong relationships with public agencies, non-profits, private sector organizations, and other tribal entities to support mutual goals. Collaborate working closely with these organizations on projects and initiatives that align with the Tribe's objectives, leveraging external resources and expertise. Represent the Hopi Tribe's interests in various forums, ensuring that their goals and objectives are well communicated and understood. Network by participating in conferences, workshops, and meetings to foster connections and gather insights from other organizations aligned with the Tribe's established plans and policies. Continuously working to enhance and advance the Tribe's goals and objectives through these relationships. Performs other related duties as assigned or authorized by the Chief Administrative Officer to meet Tribal objectives.

**PERSONAL CONTACTS:**

Frequent and effective communication with a wide range of stakeholders is essential for the Deputy Chief Administrative Officer to ensure smooth operations and successful project implementation. The incumbent maintains contact with Tribal Office Directors & Supervisors, and occasional contact with Tribal Chairman/CEO and Hopi Tribal Council, Tribal & Village officials/staff, other Public/Private organizations/personnel, the General Public and Funding Agency Representatives.

This network of contacts helps the Deputy Chief Administrative Officer maintain a well-coordinated and responsive administration, ensuring the Tribe's goals and project management is effective.

**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 meeting sin the evenings and weekends when necessary to accomplish objectives. Moderate travel on and off the Hopi Reservation is required.

**MINIMUM QUALIFICATIONS:**

Education: Master Degree in Business Administration, or related field;

Experience: Ten (10) years of professional planning & management experience administering management systems, i.e., program planning & evaluation, grant proposal writing, contract administration, personnel & financial management, coordinating telecommunications & computer network systems, etc.

OR

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive 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 MIS management systems and associated hardware/software technology;
- 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 maintain a motivated proactive management team;
- Good knowledge of modern planning & research techniques, methods and practices that includes the application of the latest technology;
- Familiarity with socio-economic realities existing on Indian Reservations;
- Good knowledge of community & economic development planning including principles, practices & techniques and applicable regulations, as applicable to housing, transportation, infrastructure, business development, etc. in rural area.
- 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.
- Excellent funds development skills, i.e., grant proposal writing, fund leveraging, loan application, etc.;
- Excellent customer service and public relations skills.
- 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 established objectives, priorities and timelines; and to interpret the purpose/intent of objectives, rules & regulations, etc.;
- Ability to analyze & assess systems failures and develop appropriate action;
- Ability to conduct research and develop logical and practical administrative policies & procedures;
- Ability to establish and maintain 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 REQUIREMENTS:**

1. Possess and maintain a valid Arizona Driver's License and complete 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 the pre-employment screening.
4. Must be able to pass mandatory and random drug and 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 applications.

**DESIRED REQUIREMENTS:**

1. Five (5) year's work experience as a Management Systems Analyst.
2. Ability to understand & speak the Hopi language for effectively communicating with the Hopi Tribal and Village leaders/officials.

REVIEWED BY: \_\_\_\_\_

Department/Office Hiring Authority

DATE: \_\_\_\_\_

5/12/25

APPROVED BY: \_\_\_\_\_

Human Resources Director

DATE: \_\_\_\_\_

May 12, 2025