



PROGRAM OPERATIONS SPECIALIST

Department of Health & Human Services

Reports To: Director
Salary/Hourly Range: 34
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 07/17/2024

INTRODUCTION

This position is responsible for organizing, directing and evaluating the financial operations of the Department of Health & Human Services (DHHS) Programs. The incumbent performs duties of considerable difficulty and complexity requiring working knowledge and skill in grant/contract management, compliance, fiscal management and applicable tribal, state, and federal policies and procedures.

Incumbent works under general administrative supervision and line authority of the Director. The incumbent and supervisor, in consultation, develop the objectives, priorities and deadlines; and assists incumbent with unusual situation, which do not have a clear precedent. The incumbent plans and carries out the successive steps and handles problems and deviation in the work assignments in accordance with instruction, policies, previous training or accepted practices in the occupation.

Contacts are with employees within/outside the immediate work area, supervisor, Tribal Council, tribal offices/programs, vendors, sales representatives, funding agencies, vendors, and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts, coordinate services, provide technical assistance, and resolve operating problems.

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. Oversees the financial and procurement management affairs of the DHHS Programs; develops and implements departmental financial & procurement policies and procedures in support of the programs; and assumes responsibility and accountability for budget development and long-range financial planning; and assists with resolving annual financial & compliance audit issues.
2. Establishes and supervises a program of accounting, i.e., accounts payable, procurement, contract negotiations, fund administration, etc; ensures timely and accurate payments and monitors aging of accounts; integrates and supports workflow with the Hopi Tribe's Office of Financial Management.
3. Maintains grant/contract and office files in compliance with codes of confidentiality, generally accepted accounting principles and legal transactions for audit trail, i.e., grant proposals/applications, official grant/contract agreements, fiscal/narrative reports, budget modifications, etc., analyzes overruns/under-runs, actual spending and revenues and prepares a variety of reports; and conducts yearly file review and properly disposes of inactive documents and files.
4. Establishes and monitors purchase orders, requisitions verifying specifications and requirements with requesting unit; ensures vendors meet all specifications and requirements; monitors vendor compliance with contracts; oversees receipt, purchases of equipment and inventory, assists with storage and distribution of equipment and property; and ensures timely payment upon receipt of products.
5. Provides advisement to the Program Managers and Director on business and financial affairs of the programs; and keeps supervisor abreast of the budget process for accountability; reviews budgets to analyze trends affecting budget needs, ensures the accuracy of financial expenditure reports, balance sheets and operational effectiveness in all areas according to funding regulations.
6. Participates and collaborates with other departments or units to achieve the Tribe's overall business goals and may represent the program's administration in business, financial and contractual matters within and outside of the Tribal government.
7. Works closely with Program Managers and staff to retrieve relevant program data for budgeting purposes.
8. Performs other related duties as assigned and authorized achieve tribal/program goals and objectives.

Personal Contacts:

Contacts are with employees within/outside the immediate work unit, Tribal Council, Budget Oversight Team, Personnel of Granting agencies, public & private sector business/organizations and the general public

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices, techniques of administrative and financial management and operations;
- Knowledge of government operations and additional knowledge of tribal government;
- Knowledge of procurement principles, practices and methods including federal and state requirements;
- Knowledge of data processing and similar applications and its relationships to the accounting system;
- Knowledge of complex computerized Financial Management Information software systems;
- Knowledge of statutory requirements and contract law relating to procurement functions;
- Excellent verbal/written communication skills to prepare correspondence, activity, statistical & technical reports;
- Excellent skill in budget administration and contract negotiations;
- Excellent public and human relationship skills;
- Skill in operating basic office equipment/machines, microcomputers and related software programs;
- Ability to identify problems, analyze alternatives and develop viable recommendations;
- Ability to analyze and interpret technical and legal terms and federal regulations;
- Ability to make decisions, meet deadlines and work under pressure;
- Ability to exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of honesty;
- Ability to prepare accurate and complete financial statements and reports;
- Ability to organize, prioritize and perform multiple tasks to complete job functions in an orderly efficient manner;
- Ability to establish and maintain positive professional working relationships with others.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The work may at times extend beyond the normal eight (8) hour daily schedule and on weekends. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS

Education: Associates Degree in Accounting or Public Administration or closely related field;

AND

Experience: Four (4) year's work experience performing highly complex administrative & financial management, which includes grant/contract administration, budget development, procurement, compliance, etc.

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

NECESSARY SPECIAL REQUIREMENTS

1. Shall 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 be able to pass mandatory and random drug & alcohol screening.
4. Must not have any felony convictions.
5. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.