



## **OVERVIEW**

As the Program Manager for the Conservation Law Enforcement Office, this individual is responsible for supporting the Department's mission to protect and preserve natural resources through the enforcement of relevant ordinances—including Wildlife Ordinance #46, Woodland Ordinance #48, Livestock Ordinance #43, and Archeological Ordinance #36—as well as applicable Tribal, State, and Federal laws. The Program Manager collaborates closely with the Department of Natural Resources to ensure the effective implementation and enforcement of regulations related to criminal matters, environmental conservation, wildlife protection, and resource management.

## **PRIMARY JOB FUNCTIONS** (The following duties are not all-inclusive or restrictive)

1. Leadership and Strategic Thinking
  - a. Assist the Department of Natural Resources in developing and implementing policies, procedures, and programs to safeguard natural resources, prevent environmental crimes, and promote sustainable practices.
  - b. Recommend strategic improvements and enhancements to conservation and enforcement programs based on evolving environmental challenges.
2. Operational Expertise
  - a. Oversee daily operations of Conservation Law Enforcement Officers, including coordinating patrols, investigations, and enforcement actions.
  - b. Collaborate with law enforcement agencies, government bodies, and community stakeholders to address complex environmental issues and promote public awareness.
  - c. Develop and implement comprehensive training programs to ensure officers are well-versed in the latest conservation laws, enforcement techniques, and safety protocols.
3. Natural Resource Enforcement and Investigation
  - a. Enforce tribal, state, and federal laws governing the Hopi Reservation and re-acquired Hopi lands.
  - b. Monitor, assist, and request tribal, state, and federal search warrants for violations of natural resources, archeological sites and environmental laws.
  - c. Testify in court, investigate criminal and civil violations, grazing disputes, and other relevant legal matters.
  - d. Secure crime scenes, gather evidence, and interview suspects and witnesses.
  - e. Develop and utilize advanced investigative techniques and technologies to enhance the effectiveness of enforcement actions.
4. Leadership By Example
  - a. Lead with integrity and professionalism, upholding the highest ethical standards.
  - b. Mentor and support staff members, fostering a culture of teamwork and accountability.
  - c. Ensure efficient and effective use of resources to achieve departmental goals.
  - d. Promote continuous professional development by providing opportunities for training and advancement within the department.
5. Core Responsibilities
  - a. Direct, train, inspect, counsel, and supervise subordinate personnel.
  - b. Enforce departmental rules, regulations, and general orders.
  - c. Review and evaluate employee performance and recommend appropriate actions.
  - d. Coordinate efforts across multiple departments and programs to achieve objectives.
  - e. Assist in enforcement procedures for sensitive cases.
  - f. Develop plans, programs, policies, and procedures to ensure environmental protection.
  - g. Coordinate activities for the prosecution of Tribal, State, and Federal cases.
  - h. Assist in the preparation and administration of the departmental budget.
  - i. Apprehend suspects using appropriate law enforcement techniques.
  - j. Develop and implement strategic plans, policies, and procedures for effective enforcement operations.
  - k. Provide leadership and guidance to achieve organizational goals.

- l. Oversee resource allocation, budget management, and financial planning.
- m. Collaborate with external stakeholders to enhance public natural resources initiatives.
- n. Monitor and evaluate departmental performance, implementing improvements as needed.
- o. Ensure compliance with all relevant laws, regulations, and standards.
- p. Represent the Department at public events and meetings.
- q. Stay informed about emerging trends and best practices in Natural Resource enforcement.
- r. Handle sensitive situations with professionalism and confidentiality.
- s. Perform other duties as assigned and authorized.

### **MINIMUM QUALIFICATIONS**

Education: Associate's degree in Criminal Justice, Police Science, or a closely related field; AND

Training: Completion of Arizona Police Officer Standards Training (AZ POST) Certification or an authorized Police Academy to obtain certification.

Must possess Tribal Police Academy Criminal Jurisdiction in Indian Country (CJIC) or USIPA Basic Bridge Training Program.

Experience: Five (5) years experience as a certified law enforcement officer, with four (4) years performing in a supervisory capacity; OR

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

### **NECESSARY REQUIREMENTS**

- 1) Must maintain 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. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass (negative test results) mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must complete/pass a polygraph examination.
- 7) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 8) Must complete and pass annual medical examinations.
- 9) Must obtain AZ POST or Police Academy certification within one (1) year of hire.

### **CLEO PROGRAM MANAGER**

Department of Natural Resources

Supervisor: DNR Director

Salary Range: 56

Classification: EXEMPT

### **DRIVER'S LICENSE REQUIRED**

Revised 11/20/2025

REVIEWED BY:  DATE: 11/21/25

Department Director

APPROVED BY:  DATE: 11/21/2025

Human Resources Director