



DEPUTY DIRECTOR

Department of Natural Resources

OVERVIEW

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 handle 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.

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

- 1) Assumes administrative responsibility in the absence of the Director.
- 2) Oversee 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 in Natural Resources, Environmental Sciences, Health Sciences, Business or Public Administration or related field; AND

Experience: Two (2) years of increasingly responsible experience in management and administration of programs, including supervisory experience; OR

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles and practices of environmental science, research techniques, field monitoring protocols and methods and equipment.
- Knowledge and ability to make effective and timely decisions.
- Working knowledge of the Hopi language, history, socioeconomics and cultural protocols.
- Ability to lead with a vision and passion for serving the Hopi people that translates into action.
- 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 technical environmental data and its relations to public health, environmental compliance and public policy.
- Ability to communicate policy and technical material to department, tribal council, and the 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.

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 not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENTS

- Master of Science degree in Natural Resources, Environmental Sciences, Health Sciences, Business or Public Administration or related field is preferred.
- Hopi or Native Nations affiliation is preferred.

Deputy Director

Department of Natural Resources


Supervisor: DNR Director


Salary Range: 62

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