

**Job Title: DIRECTOR****Department /Office:** Office of Community Planning & Economic Dev**Reports to Whom (title):** Executive Director**Salary / Hourly Range:** 55**Job Classification Code:** 9410**Level of Background Check:** 1B: Sensitive**Status:** Exempt; Full-time, Temporary**Driving Required:** Yes**JOB DESCRIPTION:**

The Director serves as the principle strategist, planner and manager regarding the community & economic development activities of the Tribe, and is further responsible level management oversight, direction and supervision of the major functional units & projects of the office.

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. Executes department policies & procedures to assist in shaping or improving office effectiveness and productivity; assures program mission is in compliance with department and tribal goals and objectives; develops policies to supplement or improve existing policies issued by respective departments; where major policy changes are necessary in responding to budget appropriations or legislated changes consults with Executive Director and Legislative Branches.
2. In consultation with the Executive Director, develops, reviews, revises the organization mission, goals, & objectives and functional changes in the office and/or scope of responsibility & obligations, streamlines office operation in accordance with established organizational policies; strengthens program activities and implements internal control mechanism through development of procedures and guideline in maintaining program accountability ; assures report submitted by program segments reflect the policies or position of the department.
3. Collaborates with representatives of other organizational levels of federal and state agencies, and with legislative and executive officials of the Hopi Tribal Government; may deal extensively with various committee(s), task team, etc., of the Hopi Tribal Council.
4. Develops and administers annual office budget; establishes short and long-term office and service goals and objectives; evaluates office and employee performance, oversees compliance with budgetary limitations, provides accounting and expenditure control for program budget; represents program on behalf of the tribe; interacts with outside organizations and the public.
5. Assists with development and implementation of administrative management policies procedures, guidelines, and programs (i.e. fiscal, procurement, human resources, quality control, etc.) for managing the day-to-day administration of the organizational operations and to implementation of the Hopi Tribal Council's objectives; establishes benchmarks, performance measures and standards of accountability to ensure that timeless, annual budgeting process, grants and contract management including negotiating the Indirect Cost Rate, effectiveness, compliance and desired results are achieved; monitors, analyzes and evaluates operational activities and delivery of services and makes appropriate changes as necessary to achieve quality standards.
6. Serves as direct line supervisor to Departments and obtains maximum utilization of their services through clear definition of their responsibilities & duties, establishes performance plans, conducts periodic performance reviews & evaluations, takes appropriate follow-up actions as necessary; provides guidance on matters of policy, program, budget publication and legal responsibility; reviews & approves internal administrative agreements and commitments under department in accordance with established laws, regulation and/or policies.
7. Research planning & analysis of economic development initiatives, develops proposals to initiate legislative action/approval.
8. Provides technical assistance to capital improvement projects and construction projects for purpose of compliance with tribal review/approval processes.
9. Maintains close communication with the Hopi Tribal Chairman/CEO and the Hopi Tribal Council on all decisions affecting the overall strategy and established operational plans of the Hopi Tribe; ensures that the Hopi Tribal Council and its officers are kept fully informed of the conditions and progress of the administrative operations and program activities including all-importation factors influencing them; attends Tribal Council meetings and provides an annual Executive Level reports to the Hopi Tribal Council and provides professional advice/guidance as requested.
10. Maintains a professional, positive and effective relationships with external organizations both public & private, and works to ensure that the objectives of the Hopi Tribal Council are enhanced and advanced in accordance with the general policies and objectives of the Hopi Tribal Council.
11. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

PERSONAL CONTACTS:

The incumbent maintains frequent contact with the Executive Director, Tribal Chairman/CEO, Tribal Council, tribal & village officials/administrative staff, funding agency representatives outside public/private organizations/personnel, and general public for the purpose of reporting & exchanging information, coordinating work & projects in progress, and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work 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 attend all meetings, work evenings and/or weekends when necessary to accomplish the work. Moderate travel on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS:**1. Required Education, Training and Experience:**

- A. Education: Bachelor's Degree in Economic Development, Community Planning, Business and Public Administration, or closely related field.

AND

- B. Experience: Eight (8) years of professional management experience administering rural community & economic development planning including the development of related management systems.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of modern principles and practices of public administration
- Knowledge of strategic planning, contract writing and negotiation, program evaluation and forecasting.
- Knowledge of department operational activities, mission and client service requirements
- Knowledge of tribal, federal & state funding sources, regulations and application process
- Knowledge of the socio-economic realities existing on Native American Indian Reservations
- Knowledge of rural community & economic development planning

B. Skills:

- Skill in written and verbal communication
- Skill in managing staff and complex internal relationships
- Skill in organizational development & assessment and project planning
- Skill in funds development
- Skill in providing excellent customer service and public relations

C. Abilities:

- Ability to plan, develop, implement, and administer management
- Ability to liaise with various governmental agencies, private businesses and development representatives
- Ability to analyze & assess systems failures and develop appropriate corrective action
- Ability to review and assess capabilities and performance of subordinate staff
- Ability to manage multiple and multi-component projects at one time
- Ability to plan, develop, administer and implement a community –planning program

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy. All offers of employment is contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.
2. Must possess and maintain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.

DESIRED REQUIREMENT:

1. Five (5) years work experience as an Executive Officer with a tribal organization, mid-size corporation, or municipal government.

CONDITIONAL APPOINTMENT:

1. Possess a valid Arizona's Driver's License and pass/complete Hopi Tribe's Defensive Driving Course.

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