



## OPERATIONS SPECIALIST

Department of Natural Resources

### **OVERVIEW**

The Operations Specialist for the Hopi Tribe's Department of Natural Resources (DNR) is responsible for coordinating and supporting operational activities across various DNR programs, including mining, cultural resources, water resources, forestry, environmental enforcement and protection, wildlife management, and range management. This position plays a key role in ensuring efficient program implementation, department management, regulatory compliance, and coordination with tribal, federal, and state agencies. The Operations Specialist will also support department planning and reporting efforts, contribute to the protection of Hopi natural resources and the environment, and uphold cultural values in all operational processes.

Work is primarily performed in an office setting with occasional travel to field sites, community meetings, or interagency events. Must be able to work both independently, collaboratively and efficiently with execution.

The Operations Specialist must have an understanding and respect for the sovereign rights of the Hopi Tribe and contribute to efforts that protect and manage natural resources in accordance with Tribal laws, policies, and cultural values.

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

- 1) Coordinate daily administrative and operational functions across all DNR programs, ensuring alignment with Tribal goals and self-governance principles.
- 2) Assist with the management federal, state, and private grants, ensuring compliance with funding requirements and protection of the Tribe's sovereign rights over natural resources.
- 3) Develop and maintain accurate operating procedures, records, and documentation in accordance with Hopi Tribal policies and applicable legal and regulatory frameworks.
- 4) Composes and prepares a variety of correspondence, i.e. reports, action items, letters, memo, agreements, etc. for review and signature by supervisor of DNR managers and staff; proofreads and applies applicable procedures to material for completeness and conformance with established instructions, regulations, and procedures.
- 5) Track and report operational metrics, program outcomes, and progress toward strategic goals that support the Tribe's environmental sovereignty and sustainability.
- 6) Serve as a liaison between Hopi Tribal Departments and other Tribal departments, advocating for operational practices that respect Hopi governance and decision-making authority.
- 7) Participate in intergovernmental meetings, consultations, and cooperative agreements that affect natural resources, always reinforcing the sovereign status of the Hopi Tribe.
- 8) Support DNR-led community outreach, consultation, and education efforts to raise awareness of the Tribe's environmental policies and land stewardship.
- 9) Assist in emergency response and natural resource crisis situations (e.g., drought, wildfire) in support of Tribal sovereignty and community well-being.
- 10) Works closely with Program Managers and staff to retrieve relevant program data for administrative and program operations.
- 11) Support the Department mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 12) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

**MINIMUM QUALIFICATIONS**

Education: Associate degree in Natural Resources, Environmental Science, Public Administration, Business Administration or related field; AND

Experience: Four (4) years of administrative and operational support experience, preferably in tribal government or natural resources agency; OR

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles, practice, methods, and techniques of tribal governmental budgeting accounting, including cuff accounting.
- Knowledge of natural resource management principles and tribal governance structure/operations.
- 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 Financial Management Information software systems.
- Knowledge of statutory requirements and contract law relating to procurement functions.
- Skill in operating basic office equipment/machines, and related software programs (e.g. Microsoft Office).
- Skill in public relations and communication.
- Skill in budget administration and records management.
- 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, adhere to high standards of honesty and cultural respect.
- Ability to prepare accurate and complete financial statements and reports.
- Ability to organize, prioritize and perform multiple tasks to complete job functions in an efficient manner.
- Ability to establish and maintain positive professional working relationships with others.

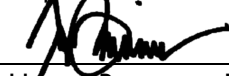
**NECESSARY REQUIREMENTS**

- 1) Required to maintain a valid Arizona Driver’s License and complete the Hopi Tribe’s Defensive Driving training.
- 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 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.

**OPERATIONS SPECIALIST**

Department of Natural Resources  
Supervisor: DNR Director/Deputy  
Director Salary Range: 40  
Classification: NON-EXEMPT  
Developed 03/10/2026

REVIEWED BY:  DATE: 3/19/26  
Department Director

APPROVED BY:  DATE: 3/19/2026  
Human Resources Director