



HEPO PROGRAM MANAGER

Hopi Environmental Protection Office

OVERVIEW

The Program Manager is responsible for planning, directing and coordinating activities relating to environmental protection and serves as the principal strategist, planner and manager regarding internal administrative operations, related management systems, and environmental enforcement. The Program Manager is further responsible for providing professional level management oversight, direction and supervision of the office.

The incumbent works under the general day-to-day oversight and supervision of the DNR Director or Deputy Director who sets the overall objectives, determines and assigns available resources. The incumbent maintains frequent contact with the supervisor, Hopi Tribal Council, tribal & village officials/staff, other public/private organizations, funding agency representatives and the public. Moderate travel on and off the reservation is required.

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

- 1) Executes and applies office and/or department policies & procedures to assist in shaping or improving office effectiveness and productivity; ensures 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 department manager.
- 2) In consultation with Department Director and Deputy Director, develops and periodically reviews/revises the organizational 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 guidelines in maintaining program accountability; assures report submitted by program segments reflect the policies or position of the department.
- 3) Perform professional management experience administering management systems, program planning & evaluation, grant proposal writing, contract administration, personnel & financial management.
- 4) Meets 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 committees(s), task teams, etc., of the Hopi Tribal Council.
- 5) 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.
- 6) Support the Department mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 7) 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: Bachelor's Degree in Natural Resources, Environmental Sciences, Environmental Law, Water Resources or closely related field; AND

Experience: Seven (7) years of work experience, of which two (2) years have been in a supervisory capacity; OR

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern principles and practices of program operations, strategic planning, supervision, personnel management, accounting and purchasing activities.
- Knowledge of Tribal regulatory ordinance and regulations development.
- Knowledge of The Hopi Tribe, Federal, and state laws, regulations, and guidelines governing aspects of tribal operations related to program responsibilities.
- Knowledge of budget and reporting systems, financial controls, program analysis and performance measures.
- Knowledge of program operational activities, mission and customer service requirements.
- Knowledge of the principles and practices of proposal writing, project implementation, grant/contract budget development and application processes.
- Knowledge of the political, cultural, and socio-economic environment of The Hopi Reservation.
- Skill in developing and analyzing program strategic plans, operating systems, inventory of property, procedures and controls, budgets and forecasts.
- Skill in formulating and executing, documents and reports, short and long-term goals and objectives, and program performance measures.
- Skill in managing staff and complex internal work relationships.
- Skill in maintaining open communication and effective working relationships.
- Skill in providing advice and direction to subordinate supervisors and staff.
- Skill in data collection, analysis, evaluation of information, and technical report writing.
- Skill in interpretation and analysis of The Hopi Tribe, Federal and State guidelines and regulations.

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.

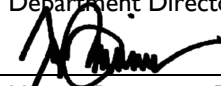
DESIRED REQUIREMENTS

- 1) Master’s degree in Water Resources, Environmental Science, or a Natural Resources Management related field.
- 2) Four (4) years of supervisory program related work experience.
- 3) Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.

HEPO PROGRAM MANAGER

Hopi Environmental Protection Office
 Department of Natural Resources
 Supervisor: DNR Director/Deputy Director
 Salary Range: 60
 Classification: EXEMPT
 Developed 03/10/2026

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

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