

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2017-32**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Sports &amp; Wellness Program Manager</b>
<b>OPENING DATE:</b>	<b>June 12, 2017</b>
<b>CLOSING DATE:</b>	<b>June 20, 2017</b>
<b>DEPARTMENT:</b>	<b>Community Health and Wellness / Sports &amp; Wellness</b>
<b>SALARY RANGE:</b>	<b>E – 13; \$38,421 - \$57,632</b>

**Position Summary:**

Under general supervision of the Director, the Program Manager plans, implements, manages, and evaluates multi-faceted sports and wellness programs according to established strategic plan. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Develops a strategic plan for sports, wellness, fitness, health promotion/disease prevention, recreation, and cultural enrichment programs for delivery to the community.
- Establishes, implements, and communicates goals, objectives, policies, and procedures of multi-faceted programs in accordance with strategic plan.
- Provides oversight and management of program facility operation, maintenance, and inventory of physical resources and assets.
- Oversees the daily operations of staff to ensure efficient operations.
- Ensures safe, regulated swimming pool operations and management with emphasis on recreational water illness prevention.
- Works with other like entities to ensure well balanced, coordinated, and integrated programming.
- Develops program policies and procedures for public use of program facilities.
- Evaluates current activities and programming to determine effectiveness and fulfillment of program objectives; identifies alternative strategies and offers suggestions/recommendations to improve community participation, to offer diverse curricula, and to meet community needs.
- Develops required narrative and statistical reports.
- Develops annual program and contract budgets; determines need for budget modifications; recommends/approves program expenditures.
- Researches additional funding opportunities and available grant monies for continuation and expansion of program services. Assists in the development of proposals.
- Manages grants and contracts; ensures program compliance with contractual objectives and terms.
- Maintains required data management systems.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Develops and implements training plans to support, develop, and expand the capacity of staff.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort, accomplishing tasks and achieving results.
- Performs other duties as required.

**Minimum Qualifications:**

- Associate's Degree in Recreation, Sports Medicine, Community Health or other health related field required.
- Bachelor's Degree in Recreation, Sports Medicine, Community Health or other health related field preferred.
- Seven years of work experience in recreation, sports, wellness, fitness or community health service related field, including two years of supervisory experience, required.
- A combination of relevant education and directly related work experience may be considered.
- Fluency in the Laguna language preferred.

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**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Sports & Wellness Program Manager is designated a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	X

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of proper spelling, grammar, and punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of health-related program planning and development.
- Knowledge of general health topics related to prevention and management.
- Knowledge of program evaluation processes and procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality and to demonstrate high moral character.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently, make solid decisions, and meet strict time lines.
- Ability to be persuasive and tactful in controversial situations.
- Ability to gather and elicit public input on community health needs.
- Ability to be innovative, creative, and flexible.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to interpret applicable laws, regulations, and requirements.
- Skill in computer use, including Word, Excel, Access, Outlook, and software unique to program.
- Skill in planning and organizing group activities.
- Skill in preparation of project time lines and staffing plans.
- Skill in preparing reports, correspondence, budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to stand, walk, use hands and fingers to handle or feel, reach with hands and arms, and talk or hear. The employee frequently is required to sit, climb, balance, stoop, kneel, crouch, crawl, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds using appropriate safety measures. Employee participates in program activities which may require physical exertion.

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### **Work Environment:**

Work is generally performed in an office setting with a moderate noise level. Outdoor work may be required with exposure to natural weather conditions. Evening and/or weekend work is required. There is frequent interaction with the public. Tight time constraints and multiple demands are common. Travel will be required for training, meetings, and other events.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POEmployment@lagunapueblo-nsn.gov](mailto:POEmployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES