

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2024-59**

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

<b>POSITION:</b>	<b>Chief of Operations</b>
<b>OPENING DATE:</b>	<b>June 24, 2024</b>
<b>CLOSING DATE:</b>	<b>July 2, 2024</b>
<b>DEPARTMENT:</b>	<b>Governor / Chief of Operations Office</b>
<b>SALARY RANGE:</b>	<b>EX19; \$81,207 - \$135,291</b>

**Position Summary:**

Under general direction of the Governor, the COO develops strategic direction and objectives, manages overall operations, and ensures effective and efficient operation of Programs within scope of responsibility. Ensures compliance with the provision of codes, ordinances, policies and procedures. Provides professional services to the Pueblo Administration. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all 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:**

- Provides general direction to Department Directors; develops and implements strategic plans for departments and programs within scope of responsibility.
- Leads key management staff in strategic planning for the organization.
- Identifies short-term and long-range issues and goals and objectives for improvement in providing essential governmental services.
- Implements and evaluates programs, policies, and directives of the Governor and Tribal Council.
- Develops and manages Office's annual budget in accordance with policies, regulations, and directives. Prepares required narrative and statistical reports.
- Reviews annual budgets for Programs within scope of responsibility; ensures compliance with established goals and procedures. Recommends final approval or returns to Director for required revision.
- Ensures effective communication on goals and objectives, standard operating procedures, projects and activities via staff meetings or other appropriate means of communication.
- Reviews/evaluates Departments' effectiveness; identifies areas for improvement; arrives at mutually agreed upon methods and strategies to meet goals and objectives.
- Reviews Department/Program proposals; recommends approval of Executive Staff or returns to Director for required revision. Ensures timely submission of all substantiating material.
- Reviews, makes recommendations, and approves Department/Program requests regarding staffing, budgetary, physical facilities, and administrative activities.
- Keeps Governor, Tribal Council, and other departments apprised of significant events.
- Participates in the review of proposed construction projects on Pueblo lands; offers recommendations, historical information, and any required substantiating material.
- Maintains/monitors construction contracts and budgets; prepares reports, project invoices, and construction payment requests. Ensures the required recordkeeping of construction activities.
- Acts as liaison between the Pueblo and construction contractors; monitors and expedites time dependent activities and projects for compliance with deadlines.
- Establishes and maintains effective communications with State and Federal legislative bodies, and public and private organizations. Stays abreast of pending legislation or other actions having probable impact on the Pueblo; apprises Tribal Government with required or recommended solutions to correct or alleviate impact.
- Ensures fair and unprejudiced employment practices in the recruitment and selection of candidates for managerial positions within scope of responsibility.
- Assures impartial selection for training, promotions, awards, and recognition, and other career development opportunities within the context of tribal member preference provisions.

- Completes performance evaluations in a timely manner. Promotes self-responsibility and accountability. Develops and implements training plans to support, develop, and expand the capacity of staff.
- Assists the Pueblo’s Emergency Management Program in its response to public emergency incidents.
- Obtains required certifications within specified time limits; maintains professional and technical knowledge by conducting research; attending relevant training, and establishing networks with like entities.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

Bachelor’s Degree in Public Administration, Business Administration, or directly related field, required. Ten (10) years progressive experience in administrative management of a large public or private organization, including five (5) years of upper-level supervisory experience, required. Master’s Degree in Public Administration, or closely related field preferred. FEMA/ICS 700 and 800 Certifications (and prerequisites) preferred; must obtain within one (1) year of hire. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for the background investigation process. Every governmental operations position 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 Chief of Operations is considered a High-Risk Public Trust (HRPT) position.

Type of Background Check / Other Requirements	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:	

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

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of applicable laws, regulations, and requirements, including: USC, Part 25; the Pueblo of Laguna Constitution; existing and applicable codes, Executive Orders, and Council directives; and applicable Federal and State laws.
- Knowledge of the theories, principles, and practices of administrative management.
- Knowledge of the tribal budgeting process, budget estimates and projections, and justification and decision packages.
- Knowledge of construction contracts principles, processes, and procedures.
- Knowledge of procurement procedures, inventory methods, cost controls, manpower scheduling, and critical pathways to be able to review, monitor, and authorize materials and human resources acquisition.
- Knowledge of proper spelling, grammar, and punctuation, and math skills commensurate with duties and responsibilities.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to motivate and promote team building.

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- Ability to establish and maintain professional relationships with co-workers at all levels and with representatives of other entities.
- Ability to maintain confidentiality.
- Ability to work independently, handle multiple tasks, schedule and meet deadlines.
- Ability to read, analyze, and interpret laws, regulations, requirements, ordinances, and legislation; to determine relevance to Pueblo operations and apply as appropriate.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to create and present effective speeches and presentations.
- Ability to solve complex problems and deal with a variety of indistinct variables in atypical situations.
- Skill in computer use, Word, Excel, Access, and software unique to Office.
- 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.
- Skill in public speaking and diplomacy.
- Skill in strategic planning and direction; in program evaluation processes and procedures.
- Skill in fiscal management; in budget preparation processes, and budget administration.

### **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@pol-nsn.gov](mailto:poemployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
  4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**