

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-35**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Director – Administrative Services
OPENING DATE:	June 24, 2024
CLOSING DATE:	July 2, 2024
DEPARTMENT:	Administrative Services
SALARY RANGE:	EX17; \$61,446 - \$102,369

Position Summary:

Under general direction of the Chief of Operations, accomplishes the Administrative Services department's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain departmental and programmatic activities and services. Oversees, leads, and directs all aspects of Human Resources, Planning, Information Technology, Geographic Information Systems, Mail Room, Library Services, and Administrative Staff (receptionist and receptionist on-call). 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:

- Develops and implements a strategic plan to maintain capacity to deliver effective and efficient administrative services to the Pueblo of Laguna.
- Directs the establishment, implementation, and communication of goals, objectives, policies, and procedures in accordance with strategic plan and applicable laws, regulations, ordinances, and regulatory agencies.
- Contributes to departmental effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
- Achieves financial objectives by managing, coordinating, and preparing the department's annual budgets, inclusive of operational plans and objectives; recommends staffing and expenditures.
- Secures additional funding and grant monies for continuation and expansion of program services.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Prepares comments and responds to proposed federal policies and procedures related to administrative concerns affecting the Pueblo.
- Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining department employee's; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Coordinates the technology needs of the Pueblo; purchases hardware and software; ensures staff is fully trained in systems policies and procedures.
- Conducts on-going Administrative Services Department evaluation and assessments of program components and staff according to established policies, procedures, and regulations.
- Coordinates, maintains communication, and establishes solid relationships with federal, state, local, and tribal agencies, and organizations as they pertain to the department.
- Provides outreach for the community and develops public information and education regarding administrative matters.
- Implements mechanisms for customer / client feedback and input on department service delivery.
- Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
- Assists, The Pueblo's Emergency Management Program in its response to public emergencies incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Bachelor’s degree in business management, Public Administration, or related field. Ten years progressive work experience including three years’ experience supervising upper-level managers /supervisors (human resource or information technology experience preferred) or fifteen (15) years’ experience as a Human Resource or Information Technology manager. FEMA/ICS 300 and 400 (and prerequisites) Certifications 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 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 Administrative Services Director is designated as a High-Risk Public Trust (HRPT) 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: Credit Check	X

Knowledge, Skills, Abilities, 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 federal, state, county and local laws, regulations, and requirements.
- Knowledge of the principles and practices of administrative functions including budgeting, program planning and development, employee supervision and training.
- Knowledge of business English, 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 interpret applicable federal, state, county and local laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- 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 and meet strict timelines.
- 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 identify and secure alternative funding or revenue sources.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to demonstrate a high level of sensitivity to community issues and concerns.

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- Ability to facilitate meetings, conferences, and training.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in reviewing and interpreting complex technical documents, manual, journals, and instructions, and in offering differing opinion in discussion for like objectives in multi-governmental or intra-governmental situations to enhance acceptance of opposing or conflicting views.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project time lines and staffing plans.
- Skill and ability in preparing reports and correspondence.
- Skill in 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.

Application Instructions:

- Go to 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 polemployment@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