

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-98**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION:	Enrollment Manager
OPENING DATE:	October 9, 2024
CLOSING DATE:	October 17, 2024
DEPARTMENT:	Tribal Secretary
SALARY RANGE:	E13; \$40,858 – \$61,288

Position Summary:

Under general direction of the Tribal Secretary, the Enrollment Manager directs and supervises the operations of the Tribal Enrollment Office. Administers the provisions of the tribal ordinances regarding membership and enrollment, Tribal Election, Per Capita Distribution Fund, and Minor's Trust Fund. Consistently applies the Pueblo's Core Values in support of Work Force 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 exceptional customer service to community members and general public.
- Plans and directs the daily operations of the Tribal Enrollment Office; ensures compliance with and implementation of Pueblo Council policies and directives.
- Performs duties as assigned by the Tribal Secretary.
- Identifies and/or develops appropriate policies and standard operating procedures for the department and update as needed.
- Oversees the maintenance and integrity of the Tribal Enrollment Progeny database.
- Assures that electronic records for each Tribal member are created and maintained according to Tribal Law.
- Performs bi-annual audits of enrollment files and address findings to the Tribal Secretary.
- Verifies enrollment of Tribal members to external sources Indian Health Services (I.H.S.), Bureau of Indian Affairs (BIA), etc.
- Ensures a comprehensive accounting of enrollment applications, status of applications, and related statistics.
- Develops required/requested narrative/s and statistical reports.
- Coordinates meetings of the Enrollment Committee; presents applications, relinquishments, protests, and adoption reports.
- Keeps applicants and those with questions updated on status through timely correspondence and/or telephone contact.
- With the Enrollment Committee presents recommendations for membership action to the Pueblo Council on a quarterly basis; notifies affected parties of Council decisions.
- Oversees the issuance of tribal identification cards, Certificates of Indian Blood, Certificates of Indian Descent, and other documentation for verification of tribal affiliation.
- Researches family history/ancestry and records, ensuring an accurate account of lineage is established for each person/applicant. Ensure evidence/documentation is properly maintained.
- Oversees the Minor's Trust Program, coordinates the annual Per Capita Distribution process/reports, and coordinates yearly meetings with Mayordomos regarding the Naturalization process and collection of village dues.
- Assists tribal members seeking tribal death benefits, which may include interacting with hospitals, mortuaries and other facilities in processing death certificates. Prepares required documents for payment of death benefits.
- Ensures the confidentiality of all records and issues pertaining to tribal membership and enrollment, including adoption, paternity, and parental information.
- Provides administrative assistance to the Tribal Enrollment Committee and Tribal Election Boards, and initiates payment requests for Committee and Board members.
- Assists the Board with processes, reports, and activities associated with the General Election and Mid-Term elections.
- Serves as Council's appointed Liaison to the Bureau of Census; serves as liaison to State Vital Statistics offices.
- Provides annual list of potential jurors to the Pueblo Courts.
- Testifies in various courts regarding ICWA cases and other matters when required.
- Provides Notary services.

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- Prepares annual budget and budget modifications; conducts research and analysis of the cost of office operations; prepares reports and supporting data for the annual budget; maintains department budget, utilizes cuff accounts, and works accordingly with the accounting office.
- Manages staff relations by celebrating, coaching, counseling, and disciplining employees.
- Evaluates staff performance in a timely manner; promotes self-responsibility and accountability; encourages feedback from staff for continued program improvement.
- Assists, as directed the Pueblo's Emergency Management Program and its response to public emergency incidents.
- Maintains professional and technical knowledge by attending relevant meetings, training, workshops and establishing networks with like programs.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in business administration or related field required. Three years of related administrative work experience required. Three (3) Years of supervisory experience required. New Mexico Notary Public commission required or must obtain within six (6) months. FEMA/ICS 300, 400, and prerequisite certifications preferred. Must obtain within one (1) year of hire. 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 Enrollment Manager 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	

Knowledge, Abilities, Skills:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of electronic and paper records management.
- Knowledge of the Pueblo's Constitution regarding Membership, the Enrollment Ordinance, and the Election Code.
- Knowledge of State Vital Statistics records and documents.
- Knowledge of the processes of tribal, state, and county elections.
- 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 interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality and to ensure the confidentiality of all privileged information.
- Ability to investigate, analyze situations, and adopt appropriate courses of action to make solid decisions and exercise independent judgment; to meet strict deadlines.

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- Ability to establish and maintain professional relationships with the public and co-workers; to be persuasive and tactful in controversial situations.
- Ability to become proficient in the Progeny Program within thirty (30) days of hire.
- Skill and ability to analyze and interpret Pueblo Council Ordinances, Codes, policies, and directives.
- Skill in budget preparation/maintenance and development of financial reports.
- Skill in computer use, including Word, Excel, Access, Outlook, and software unique to program.
- 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