Vacancy Announcement
Utility Authority

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 • 505-552-6728 • www.puebloofacoma.org

JOB TITLE: Executive Director of Utility Authority (Full-Time/Regular) PAY RATE: $DOE

OPENING DATE: August 20, 2020 CLOSING DATE: Open Until Filled

POSITION PURPOSE
The Executive Director of Utility Authority is responsible for the administration and management of all programs and services provided by the Utility Authority including operate and maintain all water and wastewater operations, public and range roads maintenance, windmills, fence lines, irrigation systems and solid waste programs. The incumbent is responsible for developing and managing new utility and infrastructure projects including electric, natural gas, and broadband.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Ensure compliance of operations with applicable Federal, State, Tribal, environmental and safety regulations.
2. Evaluate the efficiency of operations according to the Utility Authority’s objectives.
3. Develop and administer strategic plans for all utility programs to include Water/Wastewater, Public Works, Solid Waste Management, Electric and Natural Gas.
4. Directs the establishment, implementation and communication of goals, objectives, policies and procedures in accordance with strategic plan and applicable laws, regulations, ordinances and regulatory policies.
5. Ensures management’s effectiveness by recruiting, selecting, orienting, training, coaching, counseling and disciplining Utility Authority senior staff; communicates values, strategies, and objectives; assigns responsibilities and accountabilities; planning, monitoring, and appraising project results; develop and promote an environment for offering information; develop and provide educational opportunities.
6. Conduct well-organized and regular staff meetings to ensure communication between personnel.
7. Prepare long-term and short-term planning and capital improvement recommendations, including costs and funding options.
8. Negotiate and administer contracts and agreements with contractors, consultants, operators and agencies.
9. Manage project consultants and contractors for Utility Authority infrastructure development ensuring the most cost effective and reliable systems in accordance with budget, schedules, and funding source requirements.
10. Collaborates with government agencies, contractors, legal counsel, tribal programs resources, and developers to provide the Pueblo with the best technical services.
11. Implement grant funded projects and assure program compliance with policies and regulations required by funding sources.
12. Encourage and practice a positive working relationship between the Utility Authority departments, other tribal divisions, and the Acoma community.
13. Develop, implement, and enforce safety programs and procedures to promote a safe work and project site environment to minimize safety hazards and injuries.
14. Respond to and resolve inquiries, concerns, and suggestions from the community and other interested or affected parties.
15. Provide Tribal Council, the Utility Authority Board, Tribal Administration and other departments status updates/reports of Utility Authority Department at meetings and via periodic reporting.
16. Continually enhance professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional organizations.
17. Direct the annual budgeting and planning process for the Utility Authority.
18. Produce monthly and quarterly reports and forecasts of the Utility Authority’s financial performance against budget, financial and operational goals, and project administration.
19. Develop operational initiatives, which contribute to long-term operational excellence by establishing, implementing, and communicating goals and objectives to Utility Authority personnel.

20. Review, recommend, and approve all Utility Authority requests related to staffing, budget, and other administrative activities.

21. Represent the Pueblo during official meetings, negotiations, and consultation with external agencies, organizations, and tribal entities.

22. Perform other duties as required.

### MINIMUM QUALIFICATIONS

| Experience:                              | • Seven years of experience in public utility operations  
|                                          | • Five years of experience in a management capacity  
|                                          | • Financial Management experience relative to utility operations  
|                                          | • Grant Management experience  
| Education:                              | • Master’s Degree in Engineering, Hydrology or related field  
| Certifications:                         | • Utility Maintenance certification or ability to obtain within one year of hire  
| Knowledge, Skills, Abilities and Other Qualifications: | • Knowledge of Pueblo’s traditional form of government, culture and traditions  
|                                           | • Knowledge of tribal/Native American organization and governance  
|                                           | • Knowledge of Federal Indian Law and applicable Federal, State, County and Local Laws, regulations, and requirements relative to utility operations  
|                                           | • Knowledge of the budgeting process, including budget estimates and projections  
|                                           | • Knowledge of procurement procedures, inventory methods, cost controls, personnel management  
|                                           | • Knowledge of federal and state government contracting  
|                                           | • Knowledge and experience in organization effectiveness and operations management  
|                                           | • Skill in operating computers in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint)  
|                                           | • Skill in negotiating  
|                                           | • Skill in supervision, training, and evaluation of staff and projects  
|                                           | • Ability to demonstrate excellent interpersonal skills and a collaborative management style  
|                                           | • Ability to communicate effectively in the English language, both verbally and in writing  
|                                           | • Ability to commit to establishing and maintaining professional relationships with individuals of varying social and cultural backgrounds and among co-workers at all levels  
|                                           | • Ability to create and deliver effective presentations in multiple settings  
|                                           | • Ability to maintain confidentiality and exhibit trustworthiness  
|                                           | • Ability to work independently and meet strict timelines  
|                                           | • Ability to make complex decisions and exercise independent judgment  
|                                           | • Ability to be persuasive and tactful in challenging situations  
|                                           | • Ability to demonstrate excellence in everything, and continually seek improvement in results  
|                                           | • Ability to demonstrative extensive experience in technology and applications  
|                                           | • Ability to perform other duties as assigned  

### PREFERRED QUALIFICATIONS

- Keres speaking
• Level 4 Water and Wastewater Operations
• Utility maintenance/operations experience on Native American land.

**INDIAN PREFERENCE**

The Pueblo of Acoma has implemented an Indian Preference policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

**OTHER**

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at [www.puebloofacoma.org](http://www.puebloofacoma.org). All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0662020 Pueblo of Acoma is a Drug Free Workplace.

**FIRST AMENDMENT:** This amendment revises the previous vacancy announcement. Applicants who applied for the previous advertised vacancy announcement will remain in active status and need not apply to this notice.