



VACANCY NOTICE #11-37

TITLE: Director, Regular Full-time
DEPARTMENT: Public Work, Pueblo of Jemez
SALARY: DOQ

JOB SUMMARY: The Public Works Director is responsible for the overall direction and administration of the Public Works Department under the general direction of the Tribal Administrator and Utility Board. Operates the POJ Utilities enterprise and facilities maintenance programs.

QUALIFICATIONS:

- Bachelor's degree required in Public Administration or Business.
- Knowledge in construction and rehabilitation projects with engineers and contractors.
- Knowledge and experience in the development of design documents and bidding procedures including managing construction meetings.
- Minimum five years administrative and supervisory experience in facilities and utilities management; or equivalent experience in administrative management.
- Grant writing experience preferred.
- Must possess a valid driver's license and be insurable through the tribe's insurance carrier.
- Position subject to a criminal background and motor vehicle background check.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent oral and written communications skills.
- Skill in operating as a team for management and direction of the organization.
- Practical knowledge and skills in basic administrative management principles and practices.
- Strong interpersonal and communication skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of the fiscal management principles and practices in preparation of budget formulation and submission.
- Knowledgeable of federal contracting and self-governance (P.L. 93-638)
- Ability to work under stress, interruptions and tight deadlines.
- Ability to assign and delegate work, problem solve, answer questions and evaluate results of performance.
- Knowledgeable and sensitive to Native American Culture.

CLOSING DATE: Open until filled

TO APPLY: Submit a completed tribal application to: Pueblo of Jemez, Attn: Human Resources Office, P.O. Box 100, Jemez Pueblo, New Mexico 87024, no later than 5:00 p.m. on closing date. Indicate vacancy announcement number on the application. For further information or job inquiries, contact the Human Resources Office at (575) 834-7359 or email address: HR@jemezueblo.org

*** It is the policy of the PUEBLO OF JEMEZ to give preference to qualified Jemez Pueblo tribal members.***

December 15, 2011 *bm*

Human Resources Department

P.O. Box 100 • Jemez Pueblo • New Mexico • 87024
(575) 834-7359 • Fax (575) 834-0604