



**RESOLUTION OF THE  
WHITE MOUNTAIN APACHE TRIBE OF THE  
FORT APACHE INDIAN RESERVATION**

**(Approving the Advertisement and Hiring of a Director for the Tribal Utility Authority)**

- WHEREAS,** pursuant to Article IV, Section 1(a) and 1(s) of the Constitution of the White Mountain Apache Tribe, *inter alia*, the Tribal Council has the authority to represent the Tribe and act in all matters that concern the welfare of the Tribe; and
- WHEREAS,** the White Mountain Apache Tribal Utility Authority [WMATUA] is undergoing a major modernization of its organization and infrastructure; and
- WHEREAS,** the new surface water diversion and treatment plant on the North Fork of the White River and other planned Tribal water infrastructure developments will result in significantly higher operation and maintenance and other costs for the Utility Authority; and
- WHEREAS,** the approved use of water meters on the Fort Apache Indian Reservation provides an opportunity for the WMATUA to become a self-sustaining entity capable of sustaining projected increases for future Utility operating expenses; and
- WHEREAS,** the Tribal Council, as a condition of the Rural Development grant/loan award for construction of the diversion and treatment plant structure to permit potable water to be diverted from the North Fork of the White River and treated to potable standards for the use of the White Mountain Apache people, authorized by Council Resolution 08-2005-230A the transition of the WMATUA from a Central Tribe department to a stand-alone, self-sustaining entity supported by water meter-based revenues; and
- WHEREAS,** the managerial and leadership requirements of a stand-alone, self-sustaining utility require a highly skilled and experienced Utility Director with technical and management skills beyond the scope of present WMATUA staff; and
- WHEREAS,** a proposed job description and solicitation for a Utility Director who could meet the needs of the WMATUA is attached and referenced herein; and
- WHEREAS,** with the addition of a new Office Manager/Accountant, the WMATUA is projected to increase its water-service revenue stream by a minimum of \$350,000 under status quo conditions, and by more than \$2 million with the addition of residential water meters, the WMATUA should have sufficient funds to meet all of its projected costs, including the cost of a new, highly qualified Utility Director.

**BE IT RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that it hereby authorizes the Tribal Personnel Office to advertise the attached job description and solicitation for a Utility Director.


**Resolution No. 01-2011-18**

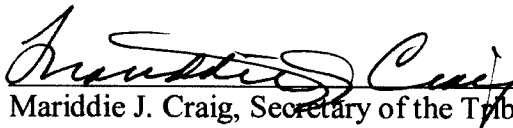
**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that a hiring committee consisting of the present WMATUA Field Operations Manager and the WMATUA Water Policy Working Group be authorized to review any and all applications in response to the solicitation referenced herein, and subsequently notify the Tribal Personnel Department and Tribal Council of their recommendation(s) for suitable candidates for final selection and appointment.

**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that in the event that this Resolution conflicts with a prior Resolution or Policy, this Resolution shall govern.

**BE IT FURTHER RESOLVED** by the Tribal Council of the White Mountain Apache Tribe that the Chairman, or in his absence, the Vice Chairman, is hereby authorized to execute any and all documents necessary to effectuate the intent of this Resolution.

The foregoing resolution was on **JANUARY 20, 2011** duly adopted by a vote of **FIVE** for, **THREE** against, and **ONE** abstention by the Tribal Council of the White Mountain Apache Tribe, pursuant to the authority vested in it by Article IV, Section 1 (a), (f), (h), (i), (q), (r), (s), (t), and (u) of the Constitution of the Tribe, ratified by the Tribe September 30, 1993, and approved by the Secretary of the Interior on November 12, 1993, pursuant to Section 16 of the Act of June 18, 1934 (48 Stat. 984).

  
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Ronnie Lupe, Chairman of the Tribal Council

  
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Mariddie J. Craig, Secretary of the Tribal Council

# SOLICITATION

## UTILITY DIRECTOR

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The White Mountain Apache Tribal Utility Authority [WMATUA] is seeking a DIRECTOR for its water and wastewater service operations on the Fort Apache Indian Reservation. Please refer to attached JOB DESCRIPTION for details.

OPENING DATE: FEBRUARY 1, 2011

### GENERAL DESCRIPTION:

Directs, plans, organizes, and coordinates all programs, functions, and activities of the WMATUA to fulfill the water and wastewater planning, engineering, quality assurance, business services, system operations, and maintenance requirements of the White Mountain Apache Tribe. Provides leadership on an organization-wide and community basis to ensure that public water and wastewater services are provided in alignment with the Tribal Utility Code and the WMATUA's annual Plan of Operation.

### MINIMUM EDUCATION/EXPERIENCE:

- Bachelor's degree in Public Administration, Public Management, Civil Engineering, or a related field, or some equivalent combination of education and experience.
- Five (5) years professional experience with water utilities.
- Grade 3 Operator's certification in water distribution (D) and wastewater collection (C).
- Grade 2 Operator's certification in water treatment (T), waste-water treatment (W).
- Arizona driver's license.

### SALARY RANGE:

\$58,000 - \$78,000 depending on qualifications and experience

### ADDITIONAL INFORMATION:

- Successful candidate must be capable of being Fidelity bonded for \$25,000 or more.
- Strong supervisory and communication skills required.
- Familiarity with CASELLE® billing software strongly preferred.
- May require significant overtime and after-hours presence.
- Class A Arizona driver's license may be required.

## JOB DESCRIPTION

# UTILITY DIRECTOR

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Position Description: The Director of the White Mountain Apache Tribal Utility Authority (WMATUA) is responsible for all aspects of the WMATUA's operations including the provision of potable drinking water and wastewater services to customers throughout the Fort Apache Indian Reservation. The Utility Director supervises field and administrative personnel and functions as a direct liaison to the White Mountain Apache Tribal government leadership and to the public.

Specific Responsibilities Include:

- Leadership and management of WMATUA organization.
- Strategic planning for proposed and existing water treatment, sewer treatment, water distribution, and wastewater collection systems.
- Operation and maintenance planning and supervision for water and wastewater systems.
- Customer dispute resolution.
- Proper implementation of Tribal Utility Code and WMATUA Plan of Operation.
- Contract management.
- Public relations.
- Quality assurance for all compliance monitoring.

Essential Functions:

- Communication to public, Tribal governing body, and other outside entities.
- Oversight of field and administrative operations to ensure safe and professional conduct at all times.
- Fiscal and organizational planning and management, including, but not limited to, seeking of grant and loan funds as required, budget development, billing and collections, equipment inventory, and systems maintenance.
- Direct supervision of Office Manager/Accountant and Field Operations Manager.
- Oversight of organization and maintenance of all WMATUA records.
- Representation of WMATUA to governing bodies such as WMATUA Advisory and Hearing boards and Tribal Council.
- Develop and maintain organizational chain of command and appropriate job descriptions for WMATUA staff.
- Provide training opportunities for TUA staff.
- Co-signator on all financial distributions.

Required Proficiency In:

- Principles of business operation, including budgeting, reporting, and process accountability.
- Personal computing software: including MS-WORD®, MS-Outlook®, and MS-EXCEL®.

Ability to:

- Monitor financial records and anticipate future funding requirements.
- Understand and advise field operations staff in terms of water and wastewater systems operation, maintenance, repair, and monitoring.
- Respond to public complaints and resolve disputes.
- Recommend modifications of annual Plan of Operation to WMATUA Advisory Board and Tribal Council.
- Direct Office Manager/Accountant in issues of customer billing and general business operations.

**MINIMUM EXPERIENCE AND TRAINING:**

- Bachelor's degree in Public Administration, Public Management, Civil Engineering, or a related field, or some equivalent combination of education and experience.
- Five (5) year of professional experience with water utilities.
- Grade 3 Operator's certification in water distribution (D) and wastewater collection (C).
- Grade 2 Operator's certification in water treatment (T), waste-water treatment (W).
- Arizona driver's license.
- Familiarity with CASELLE® utility billing software strongly preferred.