

### **CHIEF GEOLOGIST (MINERALS)**

**DEFINITION:** Under administrative direction, performs work of unusual difficulty in the management and development of mineral and energy resources within the Navajo Nation; serves as the Chief Geologist performing extensive advanced professional geological work of considerable depth and complexity; manages a major revenue producing department where the scientist serves as an authoritative source for developing and providing scientific expertise and policy direction to the President of the Navajo Nation and the Navajo Nation Council; performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Plans and directs mineral and energy resources programs with significant difficulty and scientific and administrative responsibility; carries out responsibilities with a wide latitude in exercising independent judgment; plans and conducts pioneering work of significant scope, difficulty and complexity in managing a scientific program critical to the Navajo Nation; the work involves a high level of uncertainty due to the depletion of the Nation's petroleum and other mineral resources, which has a significant impact on the economic stability and health of the Nation; advises on policies that have a major bearing on the Navajo Nation Council in leading the Nation.

Develops and implements scientific and department policies and guidelines which have wide impact on the Nation's economy; formulates policies to manage the Nation's petroleum and mineral resources exploration and development; advises on decisions and policy direction that have a continual and lasting affect on the Nation's economy; provides advice and guidance to top management officials of the Nation on matters of such controversy where the approach or probable outcome may have a long term affect on the Nation; develops internal control mechanisms, procedures and guidelines to maintain departmental accountability; evaluates and redirects programs to provide a more productive and effective service.

Deals extensively with committees of the Navajo Nation Council, various senior management levels of federal regulatory agencies and similar parties; reports on department performance and accomplishments; negotiates with federal and state funding agencies in securing federal and state grants and funds for minerals management programs, including royalty audit and other regulatory enforcement functions; establishes policies and partnerships with key federal and state agencies; serves on special task forces and negotiation teams appointed by the Navajo Nation and the U.S. Department of Interior; negotiates with energy and mining companies for exploration and development of the Navajo Nation's energy and mineral resources.

Supervises technical staff who conduct evaluations, inventory and audits of mineral resources; monitors all mineral related activities on the Navajo Nation; performs technical, economical and financial evaluations of oil and gas, minerals exploration and development proposals, energy related rights-of-ways and renegotiation of unfavorable leases/contracts and operating agreements; makes recommendations on behalf of the Nation and develops negotiating strategies to negotiate mining exploration, development and rights-of-way projects.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

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Extensive knowledge of the principles, practices and techniques applied in geology to sufficiently address and reconcile complex policy related issues and problems.

Knowledge of economic evaluation of energy and mineral resources.

Knowledge of modern principles and practices of public administration.

Knowledge in developing plans, including scope of work for large, complex and multiple projects.

Knowledge and understanding of federal and state agency roles, goals, objectives and jurisdiction as they relate to joint management of scientific projects of a broad nature.

Knowledge and understanding of economics related to planning and forecasting mineral resource needs of the Navajo Nation.

Knowledge of the principles and practices of geology as applied to surface and subsurface exploration for mineral, petroleum such as oil and gas, surface and ground water.

Knowledge of computer hardware, software and peripherals.

Skill in negotiating leases, rights of way and contracts.

Skill in recognizing and evaluating important facts and problems.

Skill in developing department strategic plans, procedures and controls.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advise and direction to program managers and staff.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves attention to detail with minimum physical effort in an office setting.

**MINIMUM QUALIFICATIONS:** A Master's degree in Geology; and ten (10) years of advance professional geology experience, six (6) years of which must have been in an advisory administrative capacity.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.