Pueblo of Laguna Utility Authority

Vision: We are a sustainable self-sufficient organization with a diverse core competency.
Mission: We protect and promote the health and well-being of our Pueblo Community by developing and managing essential utility functions.

Job posting for an

Assistant General Manager

Pueblo of Laguna Utility Authority seeks an Assistant General Manager

CLASSIFICATION: Full-Time, Exempt

SALARY RANGE: DOE

OPENING DATE: October 21, 2026

CLOSING DATE: Until Filled

Under the direction of the General Manager, the Assistant General Manager (AGM) will conduct data analysis and research to identify cost-effective systems and processes to meet current and future needs of the organization. In alignment with company strategic business goals, the AGM will assist with business, operational and service development and enhancement initiatives which may include funding approaches.

Major duties and Responsibilities (may include, but not limited to the following)

- Works with the General Manager to ensure effective goals and strategies for administrative, business and development are met.
- Works with the General Manager to plan, control, implement, evaluate, monitor, and analyze budgets.
- Works with the Board of Directors and General Manager in planning and development of strategic and business plans.
- Works with external agencies to plan, promote and develop infrastructure solutions, which includes funding opportunities.
- Assists the General Manager in overseeing department managers by providing direction and guidance for projects and tasks.
- Identifies solutions that are effective and impactful to organizational financial and operational health.
- Plans and developing short-and-long-term infrastructure strategies for cost effective, safe, and healthy systems.
- Establishes qualitative metrics, guidelines, and standards by which the company's efficiency and effectiveness can be evaluated; identifies opportunities for improvement.
- Reviews, analyzes, and evaluates operational standards policies and procedures.
- Manages and coordinates projects using project management standards to ensure cost effective results.
- Identifies training needs and ensures proper training for the department staff.
- Plan, prepare reports and presentations details to be presented to the General Manager, Board of Directors, Tribal Leadership, and other stakeholders.
- Performs other related duties to benefit the mission of the organization.

Qualifications

- Minimum bachelor's degree in business administration or engineering; advanced degree preferred.
- Minimum of 5 years' business management experience.
- Excellent analytical, decision-making, and critical thinking skills. Managerial and financial skills and the ability to take leadership over any business operations area.
- Ability to manage and track projects using project management systems and methods.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Excellent analytical, decision-making and problem-solving skills.
- Excellent managerial and financial skills and ability to take leadership over any business operations area.
- Extensive professional experience in leadership roles.

- Valid NM driver's license and insurable under POLUA's insurance carrier, with no DWI convictions in the past three years, regardless of jurisdiction.
- Must be able to pass a pre-employment drug/alcohol screen and background investigation.
- Proficient in Microsoft Office Suite and related software.
- Position requires travel.

For more information regarding this position, please contact Ms. Jeanine Natachu, Interim HR Manager at:

Email: jeanine.natachu@lagunaua.org **Office:** (505) 552-9631