

Mr. Darnell J. Maria
PO Box 05
Pinehill, NM 87357
(505) 400-2509

PERSONAL INFORMATION

Darnell J. Maria
PO Box 05
Pinehill, NM 87357

WORK EXPERIENCE

October 2011 – Current

Ramah Navajo Chapter
Office of Grants and Contracts
HCR 61, Box 13
Ramah, NM 87321

Records Manager

Currently developing and implementing the records management policies and procedures to comply with the P.L. 93-7638 federal regulation. This assignment also includes the development and implementation of the Records Management Disposition schedule for the organization.

July, 2009 – October 2011

Department of the Interior, Bureau of Indian Affairs
Southern Pueblos Agency
1001 Indian School Rd. N.W.
Albuquerque, NM 87104

Indian Self-Determination Specialist

Successfully fulfilled the position of the Indian Self-Determination Specialist for the Southern Pueblos Agency. Experienced in administering and entering pre-award, and post-award functions through contracting/agreement between the tribes for the agency and responsible for the administration, management and modification of self-determination contracts that required correspondences with the tribes on P.L. 93-638 contracts, including coordination with the Awarding Official's Technical Assistance Representatives (AOTR) and ensuring that all required documents are submitted for new contracts and re-contracting agreement/contracts modifications (Tribal Council Resolution, Budget, Budget Narrative, State of Work, Job Descriptions, Drug Free Workplace). Additional processes include Request for Funding Obligations, and preparing the P638 Drawdown Request. Successful in the accomplishment in the development, preparation, communication, negotiations and implementation of contracts, agreements and proposals for the Tribe in securing funding allocation for numerous community services projects. Knowledgeable in negotiating the Annual Funding Agreement (AFA) and Model Agreements pursuant to the minimum procurement, property and financial management standards set forth in 25 CFT, Chapter V, Part 900, subpart F, and to comply with all federal laws and regulations as contracted and includes the financial reporting and audit requirements for the federally funded programs pursuant to Chapter 75 and title 31, USC. Successfully developed, prepared and assisted in mutual negotiations with the tribes. Encompass the knowledge and have the ability to complete Level I course/training in the areas of: Delegation of Signatory Authority; Introduction to Federal Acquisition Process (basic contracting and introduction to contracting); AOTR training and SAOTR training.

January 2004 – July 2009

Ramah Navajo Chapter
Office of Grants and Contracts
HCR 61, Box 13
Ramah, NM 8321

Controller/Development Officer

Successfully served as the Controller for the Ramah Navajo Chapter for a period of about one year managing/supervising five employees in the day-to-day operations of the Business Office and maintaining budgetary and financial reporting for the programs/organization, preparing and submitting the required federal/tribal financial reports to appropriate agencies and offices. Also served as the Development Officer for the Grants & Contracts administration and have successfully prepared and negotiated the Annual Funding Agreements and Model 108 Agreement with the Department of the Interior, BIA for the operations of the P.L. 93-638 Programs as well as assisting in seeking additional funds that may become available such as the USDA grant, and also serving as technical assistance to those programs that may need assistance in their projects such as the Real Estate in regards to the 722-780 Land Use Code/Tribal Code, ROW, meeting and obtaining the necessary signatures related to land issues from community members, land acquisition matters. Also provided assistance to the elected Chapter Officials in researching and preparing position statements, testimonies, letters and resolutions to various funding agencies at the state and national level.

September, 2000 – January 2005
(Local Government Elections)

Ramah Navajo Chapter
HCR 61, Box 13
Ramah, NM 87321

Chapter Vice-President

Provided effective leadership and successfully served in the capacity of the Chapter Vice-President in facilitating and conducting community Chapter and Planning meetings and provided guidance in policy making for the Ramah Navajo Chapter government which constitutes as the local legislature as well as providing the monitoring and oversight for the P.L. 93-638 Grants and Contracts Programs and providing assistance to the Executive Administration as needed. Other accomplishments included the preparation and presentation of resolutions as a part of the implementation of policy decisions to the Chapter membership.

September, 2000 – January 2005
(Local Government Elections)

P.L. 93-638 Council Vice-President

Successfully provided the governing oversight for the P.L. 93-638 Grants & Contracts Administration as a member of the Grants & Contracts Executive Council. The 638 programs consisted of the Chapter Administration, Realty, Natural Resources, Law Enforcement, Property & Procurement, Community Planning & Development Department and Facilities Management. Relevant responsibilities included adopting financial plans, budget and revisions, determining rates and schedules of payment of personal services and provided oversight to other non-federal contracts/funding programs. Successful in the development, revisions and amendments of policies and procedures as they relate to the operations of the Grants & Contracts Programs.

November 1997 – December 2004

Ramah Navajo School Board, Inc.
PO Box 10
Pinehill, NM 87357

Archivist (Information Management Specialist)

Successfully researched, developed and implemented an Archives and Records Management program through the knowledge and theory of Archives and Records Management. Accomplished the development of policies, procedures and standard practices for a central depository for retrieving historical information, documents and other resource data, including the disposition schedule for the organization. Other relevant areas included the successful research on the Ramah Navajo community and how the community was able to secure a land base that consisted of Individual Indian Allotments, Navajo Tribal Lands and converting the BLM lands to the Ramah Band of the Navajo Tribal lands. Other successful projects included the processing of records, acquisition of records, disposition of records, confidential handling of records, Print (newspaper) archives, photographic records/archives on the Ramah Band of the Navajo Tribe.

September 1992 – September 2000
(Local Government Election)

Ramah Navajo Chapter
HCR 61, Box 13
Ramah, NM 87321

Secretary/Treasurer

Provided effective leadership and successfully served as the Secretary/Treasurer for the Ramah Navajo Chapter government. Accomplishments included assisting in the facilitating of community Chapter meetings and providing guidance in the development and implementation of policies and procedures. This included the preparation and presentation of resolutions, meeting minutes, financial reporting, revisions, determining rates and schedules of payment for services for the Chapter government. Successful in researching and development of position statements, testimonies, letters and resolutions at the state and national level.

September 1992 – September 2000

Ramah Navajo Chapter
HCR 61, Box 13
Ramah, NM 87357

P.L. 93-638 Council

Successfully served and provided the governing oversight for the P.L. 93-638 Grants & Contracts Administration as a member of the Grants & Contracts Executive Council. The 638 programs consisted of the Chapter Administration, Realty, Natural Resources, Law Enforcement, Property & Procurement, Community Planning & Development Department and Facilities Management. Relevant responsibilities included adopting financial plans, budget and revisions, determining rates and schedules of payment of personal services and provided oversight to other non-federal contracts/funding programs. Successful in the development, revisions and amendments of policies and procedures as they relate to the operations of the Grants & Contracts Programs.

May 1995 – October 1997

Navajo Housing Authority
Pinehill Management Office
P.O. Box 456
Pinehill, NM 87357

Resident In-take Officer

Successful in the acquisition of in-coming applications and assigning public rental and mutual help units to eligible applicants. Ensured that all required documents are submitted and then screened and evaluated applicants to ensure qualifications. Completed re-certifications of tenants and provided home care training as needed. Successful in the development of strong working relationship with the chapters and communities of Ramah, To ha jilee and Alamo Navajo

in regards to housing needs. Provided public information in both the English and Navajo languages through the local radio stations facilitated general public meetings to provide information on the housing programs that are available.

April, 1991-November 1991

The Navajo Nation
Navajo Division of Health
Window Rock, Arizona 86515
Staff Development Officer/ASO II

Responsible for the planning, developing and implementing of a comprehensive staff development program for over 900 personnel. Designed and facilitated cost-effective training curricula and assisted in the establishment of staff career plans in academic health programs for the division. All information was automated by computing the information in the planning of the training and educational programs for staff.

September, 1989-April 1991

Ramah Navajo School Board, Inc.
Pine Hill, NM 87357
(505) 775-3258-3259

Dormitory Manager/Homeliving Specialist

Responsible for the Management of 12-15 employees (Home Living Assistants/Tutors, Recreation Specialist, Counselors, Night Attendants) in the Planning, Designing and Development of Incorporating Educational, Psychological, Sociological and Physiological aspects of a Residential Program for K-12 students to ensure Academic, Personal and Social Development. Average enrollment was 50-80 students. Assistance was provided to the Intense Residential Guidance (IRG) Counselor in the counseling of disruptive residents and drug-related incident by recommending corrective action or through coordination with the local proper authorities interviewing/counseling with students and parents for such cases. Reviewed all applications for Admissions, Withdrawal and/or Re-admissions to the residential program. Consistent reports were prepared and provided to the Superintendent of Schools for enrollment purposes. Planned, Participated and Developed strong relationship with staff members through numerous trainings related to counseling in a residential program. Information was maintained on Student Records, Academic Standings, Attendance, Absenteeism, Counseling through the IRG program for the Indian Student Equalization Program (ISEP) funding.

EDUCATION/TRAINING

Fort Lewis College

Durango, CO
Attended 1986-1989
Bachelor's of Arts – Public Administration – 1989

Pine Hill High School

Pinehill, NM 87357
General Studies
Graduated - June 1979

May, 1989-September, 1989

Smithsonian Institution
American Indian Program
JoAllyn Archambault, Director, American Indian Program (202)357-4760

Fellowship Award (Research)

Conducted a comprehensive research at the Washington D.C. Smithsonian Natural History Museum/Archives and Peabody Museum, Harvard University on the Ramah Navajo Band of Indians in West Central New Mexico.

November 2001

Invited to University of Iowa, Iowa City to the Department of Anthropology's colloquium series and presented the success of the Ramah Navajo School Board organization through P.L. 93-638 Self-Determination and Education Assistant Act; the Navajo language and the implementation of the Archives & Records Program.

January 2001

Participated in a symposium, funded by Wenner-Gren, held at the Newberry Library in Chicago, in which anthropologists and Native American and non-Native American Archivists discussed mutual interest in, and ethics regarding, anthropological archives.

March 2001

Participate in a meeting for Native American Archivists, at the National Museum of American Indian, Smithsonian Institution, in the Cultural Resources Center in Suitland, MD, to discuss the needs of Tribal Archivist and the possibilities for a Tribal Archivist organization.

INTEREST

American Indian cultural studies w/ emphasis on the Dine (Navajo), oral history, reading, writing, archival collection, traveling and working with the public in the non-profit and for-profit sectors.