



PUEBLO DE SAN ILDEFONSO
Human Resources Office 02
Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Project Manager
SALARY: DOE

LOCATION: San Ildefonso Pueblo
REPORTS TO: Tribal Administrator

Positions Summary: The **Project Manager** supports successful completion of agency priorities by providing project management and consultation for projects as assigned. This project manager position works, independently and at the direction of the Tribal Administrator and Governor, to ensure effective definition, initiation, direction, coordination, implementation, execution, control, and completion of cross-departmental and Tribal-wide projects. The incumbent will be a senior level project manager and exceptional communicator who can oversee the leadership and management of a portfolio of projects.

Responsibilities include:

- Manages the overall operation and direction of the program or project and determines and defines project scopes and objectives
- Predicts resources needed to reach objectives and manages resources in an effective and efficient manner
- Provides written and oral reports to the Tribal Administrator, Governor and Tribal Council and provides project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manages contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Develops strategies for achieving project goals and objectives and monitors progress and adjusts as needed
- Measures project performance to identify areas for improvement
- Utilizes industry best practices, techniques, and standards throughout entire project execution
- Direct and coordinate activities of contractors to ensure project delivery per schedule, on budget, and within scope parameters
- Work with tribal staff and contractors to prepare scopes, schedules, budgets, assumptions, and constraints for projects
- Upon approval of individual projects, provide oversight for the development of project plans for efficient and successful delivery across the full project lifecycle
- Oversee adherence to project plans and established business processes, and project management and standards
- Develop and implement contract-wide quality assurance and quality control measures
Lead contractor meetings and follow through on assigned action items directly with clients and communities

- Proactively strategize and anticipate project risks and issues
- Maintain accountability for completeness and accuracy of project status reports and invoices
- Maintain accountability for compliance with contract requirements, including quality and security requirements

PROFESSIONAL REQUIREMENTS

- Preferred Bachelor's degree in civil engineering or architecture or related field, or the equivalent combination of education and experience
- Preferable experience working with tribal governments
- Requires practical knowledge of inspection practices and techniques associated with construction projects
- Project Management Professional (PMP) Certification/Knowledge preferred
- Demonstrated experience leading projects, including coordinating activities of other personnel and determining objectives and the methods/procedures needed to achieve deliverables.
- Demonstrated success in developing project activities, defining measurement goals, and tracking progress of projects.
- Demonstrated ability to manage multiple tasks, often with competing deadlines.
- Excellent oral and written communication skills, proactive communicator and problem-solver
- Strong attention to detail and demonstrated ownership and accountability for work
- Capability to work in a dynamic environment, including a demonstrated willingness to be flexible and adaptable to changing priorities
- Ability to work collaboratively with a wide array of individuals from various backgrounds, including architects, risk communication experts, engineers; planners; GIS professionals; federal, tribal, and state government officials; and the public
- Strong multi-tasking and organizational skills
- Ability to manage scope, schedule, and budget requirements, working with multi-disciplinary teams under limited supervision
- Strong track record of overseeing successful project delivery with a drive for quality product and financial excellence
- Proficient in Microsoft Office
- Solid work ethic and have the drive to be a leader within the Pueblo Administration and in the professional community