

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DCD06718349</u>	DATE POSTED: <u>07/31/19</u>		
POSITION NO: <u>244455</u>	CLOSING DATE: <u>OUF</u>		
Project Manager (2 Positions)			
DEPARTMENT NAME / WORKSITE: <u>DCD/Capital Project Management Department/Window Rock, AZ</u>			
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <u>X</u>	GRADE/STEP: <u>AR64A</u>	
WORK HOURS <u>8am - 5 pm</u>	PART TIME: _____	NO. OF HRS./WK.: _____	\$ <u>41,641.60</u> PER ANNUM
SENSITIVE _____	SEASONAL: _____	DURATION _____	\$ <u>20.02</u> PER HOUR
NON-SENSITIVE <u>X</u>	TEMPORARY: _____		

DUTIES AND RESPONSIBILITIES:

Manages, coordinates and oversees building or facility, infrastructure and capital improvement projects which includes project coordination/communications with all chapters, departments, contractors and/or project owners; works with Navajo Nation governmental entities and Chapter leadership to achieve project objectives, implements scope of work, project work plans; will develop and implement project specific processes, directors and provide guidance; ensure projects are accurately planned, performance measures are followed, develop project schedule reflecting budgets and submits for reporting; ensure statement of work specifics that contractors complete required information; performs closeout activities for all projects by reviewing and monitor contract documents; assure that all project activities/tasks are in conformance with standards, and specifications. Must develop budget plans considering any risks that may occur with specific type of project; monitors and manages construction costs and risk factors; Prepare the Navjo Nation 164 Review process for all contracts; track all funds and ensures that funds are drawn down from appropriate accounts; tracks project cost and schedules of values using the Web-based WIND (Woven Information Navajo Data) System; coordinates any changes with proper experts; reviews and approves expense reports, pay applications and invoices, reviews consultant/contractor monthly progress payment requests and schedules; monitors payment receipts and disbursements, ensures that project deliverables are completed on time, and within project budgets. Participate in public/stakeholders/ Contractors meetings on all project related issues assigned; resolves problems and project barriers by identifying appropriate strategies and approachment; provide technical advice and make recommendations; performs project related reviews, assessments and inspections to ensure compliance with project scopes; constant and maintain quality assurance of assigned projects.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Project Management, Construction Management or closely related field; or an equivalent combination of education and two (2) experience in project management or community development related experience.

Special Requirements:

- Possess a valid state driver's license; Must obtain Navajo Nation Vehicle Operator's Permit within 90 days of date of

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must be able to work independently and be computer and modern technology literate; maintain detailed information in software programs and skilled in communicating both orally and in writing. Proficient in Microsoft Office, and Project Management software. Demonstrate fluency in both the Navajo and English languages as a condition of employment.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.