THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DCD06711632	DATE POSTED:	03/21/16
POSITION NO:	152673	CLOSING DATE:	04/01/16
POSITION TITLE:	Project Manager		
DEPARTMENT NAME / WORKSITE:	Division of Community Development / Capital Improvement Office / Shiprock, NM		
WORK DAYS:	Monday - Friday	GRADE/STEP:	AB64A
WORK HOURS:	8:00 a.m. - 5:00 p.n	$ 40,414.00	PER ANNUM
		$ 19.43	PER HOUR

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

1. Develop and issue project specific procedures, directives and work instructions, where necessary, in accordance with relevant higher level policies and directives. Develop and define work, scope, and schedule using the WINDS System General Project Information Forms to endure that the project is properly planned, performance measured with respect to scope and budget reporting requirements are fulfilled, project deliverable are delivered, and resources scheduled.

2. Endure Statements of Work (SOW) specifically requires that contractors bid on complete information that is missing on the General Project Information Forms. Communicate and coordinate work with departments and professionals. Coordinate with investigators and Office of Environmental Health (OEH) to ensure appropriate paperwork is completed prior to closure of the project. Include OEH as part of the project team from design through construction.

3 Develop a budget contingency plan to add a quantity or schedule to allow for uncertainty during project performance. The Project Manager should consider risk associated with the specific type of project. Contingency cost should be enter into the application and funding process and should be followed through into he bid process. Track and manage all funds to endure that funds are drawn down from the appropriate accounts in a timely manner to prevent loss of the funds.

4. Track project costs and schedules in order to accurately evaluate performance throughout the project lifecycle, and to identify potential overruns prior to their occurring. It is necessary to regularly compare actual costs/commitments and schedule against their respective baseline. Keep the schedule of Values up-to-date to ensure all eh elements are instituted prior to the initiation of construction. Require the contractor to provide an update Schedule of Values whenever the schedule changes. Coordinate schedule and any changes with investigators. Disseminate project charge code to the personnel authorized to charge time to each project through the Work Authorization Form when the project is officially opened on a weekly, review all timesheets, expense reports, and invoice for accuracy, and then sign and date these documents.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Project Management, Construction Management or closely related field; and two (2) years of project management work experience coordinating, administering and monitoring a variety of community development and infrastructure projects.

Preferred Qualifications:

- Two (2) years of supervisory project management or community development experience.
- Proficient in Microsoft Office software or other computer software.

Special Requirements:

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.

(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:

Consider knowledge of construction, maintenance, and repairs; considerable knowledge of administrative practices and procedures; considerable knowledge of occupational hazard. Ability to commutate effectively in the Navajo and English; ability to supervise a large group of skilled, semi-skilled workers engaged in a variety of tasks; ability to organize jobs, assign workers, and effect satisfactory schedule and results; ability to maintain records and to prepare reports.

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