



Job Position: Project Manager	Status: Project Related/Temporary
Division: Administration	Salary: Based on Experience
Posting Date: July 27, 2020	Closing Date: Open Until Filled

Job Description

Summary:

The Tunica Biloxi Tribe of Louisiana's goal is to obtain and execute services that are financially prosperous and in the tribe's best interest. The Project Manager is responsible for performing all general coordination, planning, budgeting and completion of projects assigned.

Essential Duties and Responsibilities

- Coordinates multiple projects and tasks for the Tribe and assigned. Monitors contracts, making adjustments to projects when uncontrollable changes occur.
- Communicate and coordinate with outside entities (architects, engineers, and etc) to successfully complete projects assigned.
- Provides general and detailed work and practices at designated project sites.
- Creates and dictates weekly/monthly/quarterly/ and annual reviews and reports of all assigned projects.
- Assist in the development and implementation of project budgets assigned.
- Studies plans for information pertaining to the type of materials required and select appropriate materials to project assigned.
- Prepares take-offs, layout, schedules, and job estimates for projects under consideration.
- Adheres to all tribal policy and procedures.
- Provides recommendations for cost savings for the Tribe's projects.
- Assists with maintaining general site cleanliness (preventive and predictive maintenance.)
- Communicates effectively with the Project Coordinators, staff and the Tribal Administrator to complete assigned tasks.
- Participate in training and developmental opportunities
- Performs other related duties as assigned by the Tribal Administrator.

Competencies:

- Able to understand verbal and written instructions to read and interpret blueprints and other documentation as required.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Ability to work with tools and project materials required.
- Ability to lift and manipulate objects up to 80 lbs.
- Ability to work independently with limited supervision.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be willing to work irregular hours

Education/Experience:

- Bachelor's degree in Project Management and or construction management; Six (6) years' verifiable related employment experience is required
- A minimum of 10 years of verifiable Construction Project Management job experience may substitute for a Bachelor's degree

Certifications and Licenses

- Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- Two (2) years verifiable AUTOCAD/Drafting experience is a plus
- Must be able to successfully pass a background check

Supervisory Responsibilities:

This job has no supervisory responsibilities

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is high.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Must have the ability to lift and manipulate objects up to 80 lbs.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date will not be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE); Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
OR
HR@tunica.org