



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11373 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7347 | Fax (360)466-1348

**JOB TITLE: PROJECT MANAGER**

**DEPARTMENT: PLANNING & COMMUNITY DEVELOPMENT**

**SALARY: DOE**

**CLOSES:**

## **POSITION SUMMARY**

The Project Manager is responsible for management of tribal projects with a focus on meeting project commitments, including communication with stakeholders. The position will work closely with the Planning Director to identify, develop, implement, and complete projects necessary for the Tribe's maintenance, growth, and development. The Project Manager performs a variety of tasks including: developing project scope, bidding, setting schedules and deadlines, monitoring and reporting project progress, coordinating with other tribal departments, financial budgeting and project cost tracking. Performance of outside vendors and contractors for services and construction projects will be overseen by the Project Manager throughout the life of the project.

## **SUPERVISION**

This position reports to and is directly supervised by the Tribe's Planning & Community Development Director.

## **JOB DUTIES**

- Coordinates and performs assigned aspects of construction projects such as contract administration, contract compliance, program audit support, and project administration from start to closeout.
- Responsible for production of bid packages including specifications and project drawings, production of Requests for Proposals (RFPs) and/or Requests for Statements of Qualifications (RFQs).
- Insures that required public notices are published and that certified copies are received and filed.
- Assists in the evaluation of bids submitted for public projects and facilities including: contractor license verification, bid bond compliance, and preparation of the tabulation of bids at opening.
- Assists in the bid award process by verifying that all performance and payment bonds are in place and in the proper form. Prepares and sends notice of award, notice of preconstruction meeting date and time. Reviews contractor's Critical Path Method timeline for issues of constructability.
- Performs project research, statistical and other analysis. Compiles data from a variety of sources and as directed prepares summary reports that include statistical calculations and tabulations.
- Responds to requests for information from all sources.

- Assists in preparation of project budget and prepares the project financial reports. Responsible for monitoring the project budget and ensuring that the project is completed on time and within budget.
- Acts as administrative project lead on construction projects as assigned.
- Develops and maintains office procedures and routines.
- Develops and maintains both electronic and paper filing systems.
- Maintains electronic follow-up systems for reports or actions requiring attention on periodic basis using electronic scheduling software.
- Other duties as assigned.

#### **MINIMUM REQUIREMENTS AND QUALIFICATIONS**

- Certified Project Management Professional or 5 years project management experience.
- Possession of a valid Washington State Driver's license required.
- Bachelor's Degree highly desired.
- Engineering Degree and Professional Engineer (PE) Certification is a plus, but not required.

#### **WORK ENVIRONMENT AND TIME COMMITMENT**

- Work schedule is 40 hours per week. This is a full-time position.
- Must be able to pass a drug screening.
- Work will require bending, lifting and carrying up to 15 pounds, walking over rough, overgrown and uneven terrain.
- Work is primarily in the field.

#### **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

#### **APPLICATION INSTRUCTIONS**

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-7347 or e-mail to [ajedwards@swinomish.nsn.us](mailto:ajedwards@swinomish.nsn.us) or [grendon@swinomish.nsn.us](mailto:grendon@swinomish.nsn.us).
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, "see resume on the application"**.
- **Return the application, along with the cover letter and resume to Gissela Rendon, Human Resources.**
  - Email to [grendon@swinomish.nsn.us](mailto:grendon@swinomish.nsn.us) or mail to:  
**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
La Conner, WA. 98257**

*Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.*