



PROJECT BUSINESS MANAGER YUWEHLOO PAHKI COMMUNITY

**REPORTS TO: COMMUNITY SERVICE ADMINISTRATOR
SALARY/HOURLY RANGE: 40
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED**

INTRODUCTION

This position is responsible for planning, administrative and financial management in support of Yuwehloo Pahki Community housing, agriculture, infrastructure projects and economic development. The work typically includes varied duties requiring many different and unrelated processes and method. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work or refining the methods and techniques to be used. This position will perform marketing development and support work to broaden Yuwehloo Pahki's retail, commercial and industrial base. The work will also consist of duties that involve administrative and compliance work of some complexity related to processing, reporting, coordinating, monitoring and managing activities relate to grants and contracts awarded to Yuwehloo Pahki Community by federal, state, local and private grantors.

The incumbent is under general supervision and line authority of the Community Service Administrator. The incumbent and supervisor, in consultation, shall determine the work objectives, priority of assignments and deadlines. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations, projects and unfamiliar situations to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instruction or established policies and procedures.

The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working with computers and office equipment. The incumbent will be exposed to varying weather conditions and traveling over rough, uneven terrain when visiting project sites, requiring protective clothing and gear. At times, work will extend beyond the normal eight (8) hour daily schedule. Travel on and off the reservation is required. Contacts are with co-workers, Community and Village members, CSA, Board of Commissioners, tribal, state and federal representatives and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts and provide technical assistance.

ESSENTIAL DUTIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Performs planning, administrative and budget management responsibilities; ensures that accountability of funding and expenditures are in compliance with funding conditions and requirements; prepares and submits project reports to management and funding agencies; determines accuracy of contractor and vendor invoices.
- 2) Provides administrative assistance in the preparation, procurement and implementation of grants, contracts for projects.
- 3) Prepares, assembles, organizes and maintains proposal and award files to ensure compliance and auditing requirements are satisfied.
- 4) Monitors grant reporting requirements, maintains deadline tracking and report information. Follows up with grantors and submits all required reports.
- 5) Prepares specifications for Request for Proposals, reviews and negotiates quotes and bid proposals in conformity with procurement policies and procedures; recommends acceptable bids.
- 6) Conducts oversight activities regarding procurement of material, supplies and equipment; prepares requisitions and monitors contracts to adhere to budgetary limitations and scope of work.
- 7) Coordinates contractual discussions between Yuwehloo Pahki Community and funding agencies and construction contractors; enforces schedules and timelines for completion of projects.
- 8) Reviews construction contract requirements and schedules; ensures fulfillment of obligations by contractor.
- 9) Designs a variety of promotional/marketing materials for the purpose of new business attractions and retention; prepares marketing materials to be used.

- 10) Participates in public meetings with outside entities, Village leaders, Board of Commissioners and community members to address issues arising regarding projects.
- 11) Performs other related duties as assigned or authorized to achieve project goals and objectives.

MINIMUM QUALIFICATIONS

Education: Associates Degree in Business Administration, Project Management or related field;

AND

Experience: Work experience in project management or new business startup, as well as experience in grant writing;

OR

Equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of project management and monitoring.
- Knowledge of contracting, procurement and purchasing procedures.
- Knowledge of interpreting and reading construction blueprints.
- Knowledge of records management and practices
- Skill in written communications and public speaking
- Skill in negotiating, planning and organizing
- Skills in prioritizing multiple tasks/projects
- Skill in public and human relations
- Skill in Microsoft Office programs like Word and Excel
- Ability to administer construction project plans, schedules and cost estimates
- Ability to administer key contractual elements to meet project objectives, priorities and timelines
- Ability to establish and maintain positive professional working relationships with others

NECESSARY REQUIREMENTS

- 1) Must possess a valid Arizona driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.