

# JOB ANNOUNCEMENT

**POSITION:** Project Coordinator  
**SALARY RANGE:** \$ 74,651.20 - \$95,305.60 Annually (Grade: 32-37)  
**SUPERVISOR:** Chief Executive Officer  
**PROGRAM:** Tribal Administration  
**CLASSIFICATION:** EXEMPT  
**LOCATION:** Owyhee, NV

**OPENS:** May 28, 2021

**CLOSES:** OPEN UNTIL FILLED

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

## **SPECIAL CONSIDERATIONS:**

This position is subject to pre-employment as well as random drug testing. A complete background check will be conducted as a condition of employment. This individual has access to sensitive Tribal and personal data. This individual oversees the budget process for projects assigned by the Shoshone-Paiute Tribes and must be bondable. Additionally, as this person will need to travel, using Tribal vehicle, a valid driver's license is required, (Unless excepted or exempted under the provisions of the American Disabilities Act).

**Job Summary:**

Under the direct supervision of the Chief Executive Officer, the Project Coordinator shall be responsible for monitoring and carrying out the administrative functions related to project implementation.

**Basic Function:** Project /Practice Management

- Creates and executes project work plans and revises as appropriate to meet the changing needs and requirements.
- Identifies resources as needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope of work
- Reviews deliverables prepared and gives direction.
- Effectively applies methodology and enforces project standards.
- Prepares for agency reviews and quality assurance procedures.
- Plans and implements risk management on projects.
- Ensures project documents are complete, current, and stored appropriately.

**Project Accounting:**

- Tracks and reports hours and expenses as required by project scope.
- Manages all project budgets, grants and related enterprises.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for projects.
- Follows up with clients and/or vendors, when necessary, regarding unpaid invoices.
- Analyzes project profitability, revenue, margins, bill rates and utilization.

**Financial Management:**

- Understands basic revenue models, profit/loss, and cost-to-completion projections and makes decisions accordingly.
- Understands and implements pricing models and billing procedures.
- Accurately forecasts revenue, profitability, margins, bill rates and utilization.
- Assures project legal documents are completed and signed.

**Business Development:**

- Identifies business development and "add-on" opportunities as they relate to a specific project.
- Leads proposal efforts including completing project scoping and assessments.
- Effectively conveys messages in both written and verbal business development discussions.

**Communication:**

- Facilitates team and client and/or vendor meetings effectively.
- Holds regular status meetings with CEO, department heads, and others as assigned when necessary on specific projects.
- Keeps all involved apprised of changes within the organization and general corporate news.
- Effectively communicates relevant project information to the CEO and others as assigned.

- Delivers engaging, informative, well-organized presentations.
- Resolves and/or escalates issues to decision in a timely fashion.
- Understands and has the ability to communicate difficult/sensitive information tactfully.

### **Technical Understanding:**

- Possesses general understanding in the areas of computer application programming, database, blueprints and system design.
- Understands Internet, Intranet, Extranet.
- Maintains awareness of new and emerging technologies and the potential application pertinent to project.

### **Leadership:**

- Identifies opportunities for improvement and makes constructive suggestions for change.
- Manages the process of innovative change effectively.
- Remains on the forefront of emerging industry practices.

### **Client Management:**

- Manages day-to-day client interaction.
- Sets and manages client expectations.
- Develops lasting relationships with client personnel that foster client ties.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Builds a knowledge base of each client's business, organization and objectives.

### **Organizational Responsibilities:**

- Seeks and participates in development opportunities above and beyond training required by the Tribes.
- Trains other innovators and clients through both formal and informal training programs.

### **Internal Operations:**

- Suggests areas for improvement in internal processes along with possible solutions.
- Approves team members' time and expense reports in a conscientious and timely manner.
- Reviews the status reports of projects and addresses issues as appropriate.
- Develops, complies with and enforces standard policies and procedures.
- Performs all duties as assigned.

### **Minimum Qualifications:**

1. Bachelor's degree in Business or Public Administration or a related field.

2. Must have a minimum of 2 years work in construction or a construction related field
3. Must be familiar with Federal and State laws, regulations and guidelines related to Grants & Contracts Administration.
4. At least two (02) years experience in the area of Administration of Federal and State programs.
5. Must have knowledge of the Indian community, its needs and organization.
6. Must be able to communicate effectively and relate to the Indian community, Tribal leaders, as well as representatives of Federal and State agencies.
7. Any combination of experience or training, which would indicate capability and required knowledge in the administrative area, maybe considered.
8. Must have 2 years experience as a building or construction inspector or an equivalent in training/experience that qualifies applicant to serve as such inspector.