

JOB ANNOUNCEMENT

POSITION: Rehabilitation Construction Coordinator

SALARY: \$22.80 -\$31.76 Hr. (Grade 23-30) D.O.E.

PROGRAM: Irrigation

SUPERVISOR: Water Resources Director

LOCATION: Owyhee, Nevada

CLASSIFICATION: Exempt

OPENS: August 14, 2019

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 random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. This position has access to the planning and budget process for the Shoshone-Paiute Tribes. Additionally, this person periodically operates a Tribal vehicle (Unless excepted or exempted under the provisions of the American Disabilities Act).

BASIC FUNCTION: Project/Practice Management

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables prepared and gives direction.
- Effectively applies methodology and enforces project standards.
- Prepares for agency reviews and quality assurance procedures.
- Ensures project documents are complete, current, and stored appropriately.
- Ensures development of outside contracts are developed to fully describe the scope of work and all work is performed within scope of work.
- Ensure all Tribal procedures (Policy & Procedures) are complies with at all times.
- Ensure all working relationships are provided in a professional manner, not only with the staff but with the Tribal membership, and all agencies.
- Ensure the Tribes are protected in all ways possible when writing/preparing contracts.
- Effectively communicates relevant project information to the Irrigation Director and others as assigned.
- Delivers engaging, informative, well-organized presentations.
- Resolves and/or escalates issues to decision in a timely fashion.
- Understand and has the ability to communicate difficult/sensitive information tactfully.

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 vendor, when necessary, regarding unpaid invoices.
- Analyzes project profitability, revenue, margins, bill rates and utilization.
- Develop and track cost accounting for all outside contracts relevant to project.
- Work directly with staff to ensure accounting is current, and payment(s) is made on a timely basis.
- Track all outside items/issues to ensure payment is received for work performed outside original Scope of Work.
- Work directly with Finance staff to ensure all issues are resolved in a timely manner, and ensure Department staff submits all necessary items as back up for payments requested.
- Fully review consultant billings to ensure work performed matches with the deliverables on all projects.

Financial Management

- Understands basic revenue models, P/L, 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 when necessary on specific projects.
- Keeps all involved-Apprised of changes within the organization and general corporate news.

Technical Understanding

- Possesses general understanding in the areas of application programming, database, blueprints and system design.
- Understands Internet, and internal electronic programs.
- Maintains awareness of new and emerging technologies and the potential application pertinent to project.
- Provide IT Department with suggestions and Project Department needs to ensure current applications of necessary hardware/software are in place within the Department for use on 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.
- Provide leadership to other Departments and/or staff to ensure timely development of projects.
- Provide skills and other project related documents to other Tribal departments to allow them to pursue Departmental needs, in compliance with current standards.

Client Management

- Manages day-to-day client interaction.
- Sets and manages client expectations.
- Develops lasting relationships 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.
- Provide timely meetings with Client(s), Council, and all other agencies that will be or are affective by the project.
- Provide documents as may be necessary, and assist Clint(s) with development of documents for project.
- Work directly with government agencies as requested to purse Tribal needs relative to cost saving techniques and projects that would be of benefit to the Tribes.
- Work with utility companies that provide services to the Tribes to protect Tribal interests and services.
- Attend meetings with government agencies as may be necessary to protect Tribal interests and property.

Equipment Fleet Management

- Ensure current fleet of equipment remains in good conditions.
- Work towards increasing fleet equipment.

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.
- Attend and participate in meetings with Departmental staff to ensure Tribal Documents are up to date and/or revised as may be necessary.
- Provide for special needs of the Tribes relative to infrastructure needs.

Minimum Qualifications

1. Bachelor's degree in Business or Public Administration or a related field, preferably a degree in the field of construction. However, in-kind trade, skilled labor, or craft training comparable to a college degree maybe acceptable at the discretion of the hiring manager.
2. Must have a minimum of 10 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 (2) years' experience in the area of Administration of Federal and State programs. Working in construction field can be substituted.
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 experience as a building or construction inspector or an equivalent in training/experience that qualifies applicant to serve as such inspector.
9. Hiring preference will be given to individuals with a Project Management Professional Certification.