

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365



ONEIDA

A good mind. A good heart. A strong fire.

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Project Manager- Facilities
POSITION NUMBER: 81305
DEPARTMENT: Facilities
LOCATION: 2100 Airport Drive, Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Assistant Facilities Director
SALARY: E04 \$39,966/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: June 6, 2019
CLOSING DATE: June 13, 2019
TRANSFER DATE: June 13, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position is responsible for researching, analyzing, coordinating, completing contract process, and completing projects. Incumbent will oversee all aspects of assigned projects to set deadlines, assign responsibilities to the project team, monitor and summarize progress, and report to upper management on the status of each project. Maintain confidentiality of all privileged information. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Prepare, plan, and manage projects to completion to include effective communication, budget, time requirements, and compliance with relevant codes, policies and procedures.
2. Follow the Oneida Nation's contract process in its entirety to include the bid process, selection, contract development and execution.
3. Participate in bid openings and respond accordingly.
4. Complete the financial process for projects to include submission and tracking of contracts with the Law Office, Central Purchasing, and Gaming Commission through the approval process; entering contract data into financial system for requisitioning, routing signed contracts for import into OnBase, and maintaining paper and electronic contract files.
5. Coordinate assigned projects with local, state, federal organizations, and Oneida departments.
6. Organize and lead project teams, delegate assignments to ensure projects are complete.
7. Control costs of projects and maintain change order records.
8. Inspect quality of work on projects.
9. Conduct assessments as directed by Facilities Management.
10. Assist in the coordination and facilitation of communications with internal departments and external entities.
11. Develop and improve project management process.
12. Develop and write standard operating procedures related to project activities with the intent of improving operating efficiencies and maintaining internal control procedures.
13. Review Oneida Nation's contract process and update Facilities process to ensure compliance.
14. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.

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DUTIES AND RESPONSIBILITIES: (Cont.)

15. Adhere to all Tribal Personnel Policies and Procedures and Department Standard Operating Procedures.
16. Contribute to a team effort and accomplish related results as required.
17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, bend, stoop, squat, and lift and/or carry up to fifty (50) pounds.
2. Repetitive movement of both hands.
3. Occasionally crawl, climb heights, reach above shoulder, crouch, kneel, balance and push/pull; carry and/or lift up to eighty (80) pounds without help and one hundred (100) pounds with assistance.
4. Occasionally ride in a lift that will require working above ground heights up to fifty (50) feet.
5. Work is performed both indoors and outdoors in various temperatures. Exposure to natural weather conditions and various smokes, dusts, and mists may occur while performing duties. Standing and walking may be on uneven surfaces or unstable ground. Situations where proper protective equipment such as safety toe shoes, safety goggles, gloves, protective face shields, or hard hats are needed may occur
6. Extended hours and irregular shifts may be required. This position may be required to work a flexible schedule to include all shifts, weekends, holidays and an on-call basis.
7. Work environment is NOT smoke, noise, or dust free.
8. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge and familiarity with a variety of business concepts, practices, and procedures.
2. Ability to comprehend various schematics and blue prints.
3. Knowledge and use of Best Practice Skills in Project Management.
4. Skill in operating computers and various word processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to inform and communicate verbally and in writing; ability to process information effectively, identify and define problems and make decisions.
6. Ability to establish and maintain effective working relationships with Tribal personnel, co-workers, and management, as well as external organizations as necessary to effectively carry out job duties.
7. Ability to work independently.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
11. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
12. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Experience with Tribal purchasing, contracting, and budgeting process.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be eighteen (18) years of age or older.
2. Bachelor's Degree in Business Administration, Finance or closely related field with three (3) years of documented successful experience in developing projects, managing, or owning a business; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**