

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303

**ONEIDA**

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

OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Project Manager
POSITION NUMBER: 03111
DEPARTMENT: Oneida Business Committee (OBC)
LOCATION: Norbert Hill Center
DIVISION: Non-Divisional
RESPONSIBLE TO: OBC Officers
SALARY: E4 \$39,996/Annually (NEGOTIABLE)
CLASSIFICATION: Exempt
POSTING DATE: August 4, 2020
CLOSING DATE: September 3, 2020
Transfer Deadline: August 11, 2020
Proposed Start Date: To Be Determined

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

The Project Manager is responsible for completing nation-wide related projects assigned by the Oneida Business Committee (OBC) in alignment to the strategic plans and goals of the government. This position will work as a professional on a team with strategic planners and coordinators involved in OBC special projects and will report to the OBC Officers. This is a politically appointed contracted position and continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide project management services for the OBC to develop, review, coordinate, and monitor projects. This will include the following:
 - a. Assist in the creation of a project charter.
 - b. Develop and maintain project schedules to ensure all projects are started and finished by deadlines.
 - c. Communicate goals, objectives, policies and procedures in accordance with charter requirements and needs of the Nation.
 - d. Manage cost of tasks and supplies in accordance with departmental budget and evaluate completed projects to ensure quality work prior to implementation.
 - e. Review, approve and submit updates to OBC in a timely manner.
 - f. Ensure effective communication with team members and stakeholders on all work in progress.
2. Keep leadership and departments informed of status of project activities by attending meetings, maintaining accurate records, data entry into required data base(s) and providing monthly reports.
3. Act as the project lead for OBC Special Projects by:
 - a. Create a work team by coordinating with several people as needed.
 - b. Act as the main contact for the project and the team.
 - c. Schedule project team meetings and be prepared for meetings.
 - d. Delegate tasks and duties to team members and/or Project Coordinators.
 - e. Be objective and listen to ideas to implement a successful project.
 - f. Contact internal and external professionals as needed for the project.
 - g. Address conflicts in a professional and timely manner.
4. Make recommendations to the OBC based on emerging trends, opportunities, competitive threats, and internal process improvement.
5. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; establishing networks; confer with representatives of contracted agencies and related organizations.

JOB DESCRIPTION

Project Manager

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DUTIES AND RESPONSIBILITIES: (Cont.)

6. Adhere to all Tribal Personnel Policies and Procedures and Standard Operating Procedures.
7. 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 deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; reach with hands and arms. Occasionally stand; climb or balance; stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds with assistance.
2. Generally work performed in an office setting with a moderate noise level.
3. Extended hours, and evening and/or weekend work may be required.
4. 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 of applicable federal, state, county and local laws, regulations, and building codes requirements.
2. Knowledge of Oneida Nation organization, functions, objectives, policies and procedures.
3. Knowledge of the principles and practices used in project management.
4. Skill in leading teams.
5. Ability to exercise independent judgment.
6. Ability to work independently and meet strict time lines.
7. Ability to analyze situations and adopt appropriate courses of action.
8. Skill in operating various word processing, spreadsheets, virtual teams, presentations and database software programs in a Microsoft environment.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Ability to establish and maintain positive working relationships with the individuals of varying social and cultural backgrounds and in a team setting.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
14. 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.
15. 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. Project Management Certification.
2. Experience working in Tribal government.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Nation.**
2. Bachelor's Degree.
3. Five (5) years of successful experience in leading or developing projects, using project management principles, strategic planning; 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.**