

TITLE	ASSISTANT PROJECT MANAGER
REPORTS TO	PROJECT MANAGER
DEPARTMENT	ADMINISTRATION
SALARY GRADE	D.O.E.
CLASSIFICATION	EXEMPT
OPENING DATE	JUNE 3, 2020
CLOSING DATE	UNTIL FILLED

Summary

Assist in planning, executing, finalizing of projects according to strict guidelines, and within budget of the CARES Act Tribal Allocation. This includes assisting the Project Manager in acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The assistant project manager will help ensure project's objectives are being met on time and on budget.

Essential Duties and Responsibilities

- Assist in communicating project expectations to team members in a timely and clear manner when necessary
- Assist in estimating the resources and participants needed to achieve project goals.
- Draft and submit budget proposal and recommended subsequent budget changes where necessary.
- Identify and manage project dependencies and critical path.
- Assist the project manager in planning and scheduling project timelines and milestones using appropriate tools.
- Assist project manager to track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations with project manager.
- Assist in implementation of project safety programs, and foster safety education.
- Assist in and negotiates changes to the scope of work with the client.
- Work with other project individual managers to develop budgets, schedules and plans for the various elements of a project as directed by the project manager.
- Other duties that are pertinent to the department or unit's success also may be assigned.

Minimum Requirements

- High School Diploma or GED equivalent required.
- BS/BA college or university degree in relevant field experience preferred.
- Three (3) years of project work in relevant field preferred.
- Knowledge of Accounting software; Contact Management systems; Database software; Design software; Development software; Internet software; Project Management software; Spreadsheet software and Word Processing software.
- Driver's License and an acceptable driving record for the past three (3) years to be eligible under company vehicle insurance policy.

Working Conditions and Physical Requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift, move and/or carry up to 25 pounds and occasionally lift and/or move up to 50 pounds.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations.

Project Management - Communicates changes and progress; Completes projects on time and budget.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Required Language

Equal Opportunity Employer/Shareholder Preference

Native Village of Kotzebue is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable law. Native Village of Kotzebue grants employment preference to tribal members, spouses and dependents to the extent allowed by law.

It is Native Village of Kotzebue policy to conduct background checks, drug testing and a physical assessment, as applicable, once an offer has been accepted, in accordance with company and/or contract requirements.

Accommodation Request

If you are a job seeker with a disability and require accessibility assistance or an accommodation to apply for one of our jobs, please submit a request by telephone or via email. In order to appropriately assist you with an accommodation, we ask that you please specify the assistance needed in order to access our jobsite and post for a position. The dedicated email and telephonic options are listed below and are reserved only for individuals with disabilities needing accessibility assistance.