



JOB ANNOUNCEMENT

JOB TITLE: Community Development Project Manager

DEPARTMENT: Planning & Community Development

SUPERVISOR: Engineer/Environmental Planner

CLASSIFICATION: Salary/Exempt

HOURS: Full time

PAY RANGE: Depends on Qualifications (DOQ)

FILING DEADLINE: Open Until Filled

GENERAL DESCRIPTION:

The primary responsibilities of this position are to manage implementation of numerous grant-funded utility and community development projects from start to finish, primarily located on the Tribe's approximately 100 acres of Trust lands. The position will assist with preparation of grant applications to support utility and community development projects and programs and assist with management of ongoing projects including agency reporting and grant compliance, monitoring work done by consultants and contractors, and providing compliance support for projects. The position must be able to organize and oversee projects to ensure they are completed in a timely and efficient manner and in accordance with funding requirements. The Project Manager must have a working knowledge of applicable compliance standards for projects funded with federal and state funds. The Project Manager's primary responsibility is to ensure contractors and consultants deliver all projects on time according to budget and applicable financial management policies.

This position will also assist with short and long range planning, grant writing, and community development project management support to the Planning Department to implement the long-range planning and community development goals of the Tribal Council. This position will work closely and collaboratively with the other staff in the small Planning Department (3 staff) and when appropriate with staff from the Facilities, Public Works, Natural Resources and Housing Departments and other Tribal programs.

APPLICATION INSTRUCTIONS:

Please submit letter of interest, resume, and tribal employment application to hr@upperskagit.com with the subject line "Community Development Project Manager", or mail "Attn: HR Recruiter" at

Upper Skagit Indian Tribe, 25944 Community Plaza Way, Sedro Woolley, WA 98284, or hand-deliver to reception at the above address, Monday-Friday, 8 am – 4:30 pm. Applications can be downloaded from the Tribe’s website: <https://upperskagittribe-nsn.gov/content/Employment-Application-USIT-fillable.pdf>.

Applicant must meet minimum qualifications to be considered.

MINIMUM QUALIFICATIONS:

1. Must have bachelor’s degree in engineering, public administration, business administration, project management, business management or related field with five (5) years of comparable work experience demonstrating progressive responsibility.
2. Comparable work experience with state, local or tribal government strongly preferred.
3. Must demonstrate ability and experience reading, understanding and applying regulatory documents pertaining to program areas, including Tribal, local, state and federal regulations, codes and statutes. These may include but are not limited to regulations relating to development, environmental compliance, NEPA requirements, and grant compliance.
4. Must have experience identifying and preparing applications for state and/or federal grant funding opportunities related to community development.
5. Must have experience with grant budget preparation and fiscal management. Able to monitor project expenditures for compliance with cost principles. Demonstrate familiarity with federal procurement requirements.
6. Must have experience managing and implementing state and/or federal grants.
7. Must have familiarity with ArcGIS and/or CAD.
8. Familiarity with infrastructure systems including water, wastewater, telecommunications, transportation services, and renewable energy systems and their applications, operations and distribution systems preferred.
9. Must have good working knowledge of MS Office.
10. Must have outstanding verbal and written communication skills and excellent organizational and time-management skills.
11. Must be capable of working in a team environment, manage multiple tasks with competing priorities, and meet critical deadlines and budgets.
12. Requires physical activity, including work on construction sites and other uneven surfaces.
13. Must be self-motivated and able to carry out tasks with minimal supervision. Must be highly organized, reliable, and able to work well with others.
14. Must be respectful and sensitive to the values and culture of the Upper Skagit Indian Tribe.
15. Must have a valid unrestricted Washington State Driver's License and be insurable under the Tribe’s motor vehicle insurance policy.
16. Must be able to maintain confidentiality of information and be willing to sign a confidentiality/non-disclosure agreement.
17. Must pass a background check including a criminal background check.
18. Must pass a pre-employment drug test and comply with the Tribe’s Substance Abuse Policy including random drug screening.
19. Must be willing to work non-traditional hours at times.

The Upper Skagit Indian Tribe has the right to change this description at any time. This position is subject to the Preference Policy of the Upper Skagit Indian Tribe. The statements contained herein provided general details as necessary to describe the principal function of the job, the level of knowledge, and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in functional equivalent areas to cover absences or relief, to equalize peak work periods, or otherwise balance the work load. This is an at-will position.