



**Job Title:** Senior Project Manager  
**Department:** Project Management and Planning  
**Reports to:** Executive Director for Project Management and Planning  
**FLSA Status:** Exempt  
**Salary Grade:** \$76,336.00 - \$114,504.00  
**Location:** Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Executive Director of Project Management and Planning, the Senior Project Manager manages key client construction, IT or planning projects. The Senior Project Manager supervises various members of the PMO support team and manages various contractors and consultants. Project management responsibilities include the coordination and completion of projects on time within budget and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities, and monitor and summarize progress of project. Prepare reports for upper management regarding status of projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides direct supervision to various PMO staff; assists with hiring, orienting, and training staff; assigns and delegates work; establishes guidelines and performance expectations; and provides performance feedback and evaluation. Provides advice, counsel, and/or instruction to staff and assists with disciplinary measures as necessary.
2. Coordinate internal resources and third parties/vendors for the execution of multiple projects.
3. Ensure that all projects are delivered on time, within scope and within budget.
4. Assist in defining project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility.
5. Ensure resource availability and allocation.
6. Develop a detailed project plan to monitor and track progress.
7. Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.
8. Measure performance using appropriate project management tools and techniques.
9. Report and escalate to management as needed.
10. Manage the relationship with the client and relevant stakeholders.
11. Perform risk management to minimize potential risks.
12. Establish and maintain relationships with third parties/vendors.
13. Create and maintain comprehensive project documentation.
14. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project.
15. Delegate project tasks based on junior staff members' individual strengths, skill sets, and experience levels.

16. Track project performance, specifically to analyze the successful completion of short and long-term goals.
17. Meet budgetary objectives and adjust project constraints based on financial analysis.
18. Develop comprehensive project plans to be shared with clients as well as other staff members.
19. Use and continually develop leadership skills.
20. Identify training and development needs for team members and provide or arrange appropriate training.
21. Promote a culture of continuous improvement, encouraging team members to suggest and implement process enhancements.
22. Attend conferences and training as required to maintain proficiency.
23. Perform other related duties as assigned.
24. Develop spreadsheets, diagrams and process maps to document needs.
25. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

#### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods, raising or lowering objects, and requires lifting up to 30 pounds on a regular basis. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative and creative problem solving.
2. Ability to work cooperatively with other departments to accomplish assigned tasks; ability to develop good working relationships with other departments in the organization.
3. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
4. Ability to work independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
5. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
6. Ability to make decisions independently in accordance with established policy and procedures.
7. Ability to exercise excellent organization, time management, analytical and problem-solving skills.
8. Ability to practice strict confidentiality, demonstrating a level of professionalism in handling highly sensitive and/or confidential information.
9. Ability to proofread documents and working knowledge of technical report writing.
10. Ability to work with mathematical concepts such as basic arithmetic.
11. Working knowledge of accounting principles.
12. Working knowledge of paperless record retention system.

13. Excellent computer literacy, including a strong working knowledge of Office 365

**QUALIFICATIONS**

- A. Bachelor's degree in Project Management, Business, or a relevant field required. A combination of formal education, training and related work experience may be considered.
- B. Project Management Professional (PMP) / PRINCE2 certification required.
- C. Five years of recent relevant experience managing complex projects, implementations, and roll outs.
- D. Excellent client-facing and internal communication skills.
- E. Excellent written and verbal communication skills.
- F. Solid organizational skills including attention to detail and multitasking skills.
- G. Strong working knowledge of Microsoft Office.
- H. Experience with project management software tools.
- I. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.