



Job Title: Senior Project Manager
Department: Strategic Operations
Reports to: PMO Manager
FLSA Status: Exempt
Hiring Range: \$80,600.00 – \$100,734.40
Location: Coos Bay

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 direction of the PMO Manager, the Senior Project Manager leads the planning and execution of complex, high-impact projects across the organization, including capital construction, infrastructure, information systems, and organizational initiatives. The Senior Project Manager contributes to department-led intake, feasibility, and planning activities as part of a collaborative team environment. The Senior Project Manager assumes responsibility for defining project scope, delivery approach, schedule, risk strategy, and execution plan, and is accountable for successful delivery within established project governance, resource constraints, and organizational priorities. This role operates in environments characterized by evolving requirements, complex stakeholder dynamics, and varying levels of clarity, requiring strong judgment, adaptability, and the ability to establish structure and direction in ambiguous conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leads execution of assigned projects, ensuring alignment with scope, schedule, budget, quality standards, and organizational priorities.
2. Defines project scope, execution approach, schedule, risk strategy, and delivery plan upon assignment, including clarifying objectives in situations with incomplete or evolving requirements.
3. Makes project-level execution decisions regarding sequencing, issue resolution, and adjustments within established governance and approved constraints.
4. Manages project risks, issues, and dependencies, implementing mitigation strategies and escalating appropriately when required.
5. Navigates complex stakeholder environments, aligning competing priorities, resolving conflicts, and maintaining forward progress in politically or operationally sensitive conditions.
6. Facilitates communication across departments, leadership, vendors, and external partners to ensure clarity of expectations, roles, and responsibilities.
7. Builds and maintains effective working relationships across cross-functional teams in support of project delivery.
8. Participates in intake, feasibility, and planning activities by contributing project delivery insight, risk considerations, and technical input as part of the broader project team.
9. Applies established standards, tools, and governance practices consistently across assigned projects.
10. Contributes to continuous improvement efforts and knowledge-sharing by identifying lessons learned and recommending process enhancements.
11. Maintains accountability for project financial performance by overseeing budget tracking, forecasting, and financial monitoring activities performed through coordination with support resources and Finance partners.

12. Ensures accuracy, completeness, and timeliness of project schedules, forecasts, documentation, and status information through oversight of project support staff and coordination resources.
13. Oversees preparation and delivery of project reporting, including status updates, risks, issues, and recommendations, ensuring accuracy, clarity, and alignment with organizational standards.
14. Directs coordination of internal staff, consultants, contractors, and vendors assigned to the project to support effective execution and delivery outcomes.
15. Ensures project tracking systems, documentation, schedules, and reporting outputs accurately reflect current project status through oversight of project support resources responsible for maintaining these systems.
16. Performs 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

Work is primarily performed in a professional office environment with regular use of computers, phones, and standard office equipment. The position requires the ability to communicate verbally and in writing, use hands and fingers for keyboarding and document preparation, and sit for extended periods while working at a computer. The position may require occasional standing, walking, bending, reaching, or lifting materials or equipment weighing up to 25 pounds. Work may also involve attending meetings, workshops, or site visits that require brief periods of standing, walking, or navigating indoor and outdoor environments. Occasional work may occur in active project or operational environments where exposure to construction activity, equipment, noise, or outdoor weather conditions may occur. Appropriate personal protective equipment may be required during site visits. Travel to meetings, project locations, or vendor sites may be required. Travel may occur by automobile or other means of transportation.

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. Ability to lead projects in environments characterized by ambiguity, evolving requirements, and incomplete initial definition, establishing clarity and direction for execution.
2. Strong ability to define project scope, execution approach, and delivery strategy in complex or uncertain conditions.
3. Ability to navigate complex stakeholder environments and influence outcomes without direct authority over resources or personnel.
4. Strong judgment and decision-making skills, including the ability to interpret incomplete information and determine appropriate courses of action.
5. Ability to maintain accountability for project outcomes while ensuring accuracy and integrity of execution outputs produced through supporting staff and systems.
6. Strong interpersonal and communication skills with the ability to engage effectively across leadership, staff, and external partners.

7. Ability to maintain professionalism and emotional intelligence in politically sensitive or high-pressure environments.
8. Strong analytical and problem-solving skills, including risk identification and mitigation.
9. Proficiency with Microsoft 365 and project management tools for scheduling, tracking, and reporting.
10. Ability to work effectively across multiple departments and functional areas in support of coordinated project delivery.
11. Ability to exercise sound judgment, maintain confidentiality when handling sensitive information, and demonstrate professionalism in all work and interactions.

QUALIFICATIONS

1. Bachelor's degree in Project Management, Business, Public Administration, or related field; or equivalent combination of education and experience.
2. PMP, PRINCE2, or equivalent project management certification required.
3. Minimum five (5) years of experience managing complex projects in cross-functional or enterprise environments.
4. Demonstrated experience leading projects in environments characterized by ambiguity, evolving requirements, and complex stakeholder dynamics.
5. Experience coordinating vendors, consultants, and cross-functional teams in support of project delivery.
6. Excellent written and verbal communication skills.
7. Strong experience with project management tools, scheduling systems, and reporting practices.
8. Demonstrated experience working in a professional office environment using a Windows-based computer system, including preparing documents, managing files, working across multiple applications, and using office productivity software.
9. Ability to travel to meetings, project locations, and vendor or partner offices as required.

PREFERRED QUALIFICATIONS

1. Experience managing capital construction, infrastructure, or enterprise-level IT projects.
2. Experience working in tribal government, public sector, healthcare, or similarly complex organizational environments.