



Project Manager

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| Department: Administration | Reports To: Executive Director | Status: Full-Time, Regular |
| Location: Nome | FLSA: Exempt | Pay Range: 11-12-13 |

Purpose of Position

The Project Manager is responsible for the development and implementation of protocol to assist administrative staff manage tribal responsibilities in response to planning for, preparing for, and responding to the COVID-19 disease. This position will ensure that program goals and objectives are achieved and in compliance with the terms of all grants and contracts.

Uphold the organization's mission, and vision as well as demonstrate understanding of and compliance with organization's policies and procedures.

Reasonable remote work schedules may be considered as long as it works for NEC.

Essential Functions

- Assist the Executive Director to create, develop and implement programs and procedures in order to administer support during the COVID-19 pandemic. Implement procedural guidelines for program staff, ensuring compliance and consistent accurate records are retained.
- Assist with ensuring that activities and programs are operating within funding requirements and are staying within budget while monitoring federal and state legislation that impacts programs and funding requirements.
- Responsible for the administrative management of the purchasing and receiving ensuring consistency that includes:
 - a. Meeting organization requirements to ensure purchases are approved and adhere to policies and procedures in compliance with funding sources.
 - b. Ensure documentation of purchase authorizations of expenditures are on file and retained according to retention policies. Reconcile invoices received to purchase orders, submit documentation to accounting for processing.
 - c. Develop, implement and submit required reports to funding agencies on multiple funding cycles.
- Coordinate the assessment of suppliers, and assist in determining vendors to best serve the purposes of safety and equipment needs.
- Responsible for the development and maintenance of client files/databases/Excel reports to ensure documentation of statistical information needed for reporting requirements.
- Other duties as assigned.

Personal Traits:

Employees of Nome Eskimo Community are expected to promote the organization's mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copiers, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- Knowledge of NEC programs and service
- Knowledge of cost principles and procedures with regard to federal agreements, must have skills in budgeting, grant reporting and compliance
- Skills in oral and written communication and ability to produce public communication, and establishing and maintaining cooperative work relationships with others
- Ability to operate a computer, applicable programs and navigate web applications
- Ability to self-motivate and work with minimum supervision, manage multiple priorities, and work well under pressure
- Ability to analyze and provide recommendations to improve policies and procedures as well as protocol for the organization
- Ability to maintain strict confidentiality regarding employee/client information and exercise good judgment in decision making

Minimum Qualifications

Education: Bachelor's Degree in an applicable field or comparable work experience in business administration is required. Progressively responsible professional work experience may be substituted on a year for year basis for degree requirement.

Experience: At least four years' applicable experience is required as well as at least 2 years supervisory experience or demonstrated proficiency at NEC. Previous grant management and writing experience is highly desired.

Additional Requirements or Credentials:

- Must have a valid Alaska Driver's License.
- To ensure the safety of employee's as well as NEC office protocols to ensure infection control measures are met. Nome Eskimo Community will complete a thorough Criminal History Background Check on all applicants considered for the position.

Physical Requirements and Working Conditions:

- Must be able to lift at least 20 pounds
- Work is conducted in a standard office environment
- Will be required to work outside the traditional work schedule
- Use hands and arms to operate office equipment, as well as inventory control and distribution
- Sit more than half the workday
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors and type for prolonged periods of time

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Internal Approvals

Printed Name of Incumbent

Signature of Incumbent

Date

Native Preference per Public Law 93-638

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.