



Ho-Chunk Nation

Job Description



TITLE: IT Project Manager		JOB CODE: ITPM
GOVERNMENT – EMPLOYEE		EEO: 2
EXEMPT	FLEX	FUNDING SOURCE: Grant
HO-CHUNK PREFERENCE		

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

The role of the Project Manager is to plan, execute, and finalize projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also define the project’s objectives and oversee quality control throughout its life cycle.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. On a weekly basis, work to identify projects that support and enhance operations in collaboration with senior management and stakeholders.
2. For every project, develop full plans and necessary supplemental documents that define project scope, goals, anticipated outcomes, deliverables, expectations, participants, communications, timelines, milestones, critical path, dependencies, contingencies, alternatives, resources, constraints, variables, and budgets.
3. Develop, maintain and use best practices and tools for project execution and project management on a daily basis.
4. Liaise weekly with project stakeholders and teams to maintain project pace.
5. Assign tasks and responsibilities to teams and team members for every project.
6. Determine and establish the frequency of status reports from teams for every project.
7. Determine and establish the content of status reports from teams for every project.
8. Perform weekly status report analysis, evaluate identified project constraints, and implement corrective actions to maintain critical path.
9. Conduct close-out reviews and create recommendation reports for every project in order to identify successful and unsuccessful project elements.
10. Perform weekly project budget reviews to determine and recommend budget changes.
11. Perform weekly analysis to determine the need for additional staff and resources for every project.
12. Work with senior management weekly for the acquisition of required personnel and resources to achieve project success.
13. Direct and manage project execution from start to finish.
14. Develop and submit weekly progress reports for every project.
15. Develop and submit final project reports to senior management and stakeholders for every project.
16. On a daily basis, coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
17. Build, develop, maintain and grow any business relationships for every project.
18. Other duties as assigned within the scope of the Division of Information Technology.

JOB RESPONSIBILITY

Job Reports to	IT Supervisor
Leadership Accountability	Develops policy and strategic plans, Develops strategic plans and interprets policy, Implements operating plans.



Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces With Officials, Executives, Regulatory Authorities, Inside Customers and Outside Customers
Freedom to Act	Operates with Significant Independence, Subject to General Input from Supervisor and Subject to Regular Review by Supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Four (4) year degree in Business Administration or equivalent. Master's degree preferred.
2. PMP: Project Management Professional Certification or equivalent preferred.

EXPERIENCE:

1. Five (5) years direct work experience in a project management capacity, including all aspects of process development and execution.

ESSENTIAL:

1. Valid Wisconsin driver's license, dependable transportation and proper insurance is required.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Experience at working both independently and in a team-oriented, collaborative environment is essential.
2. Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
3. Reacts to project adjustments and alterations promptly and efficiently.
4. Flexible during times of change.
5. Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
6. Persuasive, encouraging, and motivating.
7. Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
8. Ability to maintain proactive working relationships
9. Ability to bring project to successful completion through political sensitivity.
10. Strong written and oral communication skills.
11. Ability to facilitate meetings
12. Adept at conducting research into project-related issues and products.
13. Must be able to learn, understand, and apply new technologies.
14. Customer service skills an asset.
15. Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.

WORKING CONDITIONS

1. May be exposed to a smoking environment frequently.
2. May be exposed to an elevated noise level.
3. May occasionally be required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance.
4. Business casual, ADA-compliant facility.
5. Ability to work irregular hours and extended shifts.