



Ho-Chunk Nation

Job Description

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| TITLE: Energy Assistant Project Manager | | JOB CODE: EAPM |
| Government - Employee | | EEO: 2 |
| Exempt | | PAY GRADE: 16 |
| 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 Energy Assistant Project Manager supports the planning, execution, and completion of energy related projects. The position involves assisting in the coordination of energy efficiency, renewable energy, and sustainability initiatives to meet the Nations goals. The ideal candidate will have strong organizational skills, a passion for environmental stewardship, and the ability to collaborate with diverse stakeholders. Professionalism is essential in all interactions and communications.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Assist with day-to-day operations of Energy projects.
2. Assist with the planning, implementation and support to team members and workgroups to achieve assigned tasks.
3. Gather, organize, review interpret and analyze documents, data, and information required to develop solutions and recommendations for all assigned energy projects and tasks.
4. Develop timelines within projects by defining the scope and deliverables.
5. Liaising, coordinating, scheduling and facilitate meetings with interested partners, communities, organizations and other groups.
6. Interview and conduct onsite observations to determine the methods resources, and personnel that may be needed to complete any given project or task.
7. Provide weekly reports defining process, challenges, solutions or recommendation of actions to achieve task or project completion.
8. Submit quarterly grant reports.
9. Research, review and assist in grant submission.
10. Oversee budget allocations for energy projects or task.
11. Other duties assigned.

JOB RESPONSIBILITY

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| Job Reports to | Supervisor – See Organizational Chart |
| Leadership Accountability | Assist in developing policy, strategic energy plans, interprets energy policies and implements energy phases for completion. |
| Supervisory Accountability | Will work closely with energy consultants. |
| Organizational Accountability | Assist in managing workgroups designated for energy project completion. |
| Financial Accountability | Manages operating grant budgets. |
| Customer Accountability | Interfaces with executives, regulatory authorities and energy utilities, companies and consultants. |

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| Employee Accountability | Works to support Ho-Chunk Nation energy mission. |
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MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's Degree in engineering, environmental science, project management, or related field.
2. Preferred Master's Degree.
3. Optional Certification in Project Management Professional (PMP), Certified Energy Manager (CEM) a plus.

ESSENTIAL:

1. Valid driver's license, dependable transportation, and proper insurance are required.
2. Background check.

EXPERIENCE:

1. At least two (2) year experience working in project management.
2. Experience and knowledge of sustainable and renewable energy.
3. Experience and knowledge working with a tribal government.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to facilitate and lead workgroups and/or team towards task completion.
2. Knowledge of best practice operating strategies on energy efficiency technologies.
3. Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
4. Ability to lead the planning and implementation of a projects life cycle, share advice.
5. Excellent writing skills with the ability to translate complete operations and functions to a diverse audience.
6. Interact and effectively communicate with variety of stakeholders including community members, legislative body, and energy professions.
7. Conduct research on energy related issues.
8. Knowledge of budget processes with federal and state grants.
9. Software applications, Word, Excel, MS Project.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Works in general office environment.
2. Willingness to work varied hours including some evenings and weekends.
3. Travel to Ho-Chunk communities, attend energy conferences.
4. Any physical demands of the position are on the Physical Demands Worksheet as referenced.