



HO-CHUNK NATION

DEPARTMENT OF PERSONNEL



POSITION: PROJECT MANAGER

DEPARTMENT	JOB CODE	PAY GRADE
GOVERNMENT/BUSINESS	PRJM	16

DUTIES & RESPONSIBILITIES:

1. Responsible for a variety of projects that will be implemented and maintained by the Project Manager. (Some of these projects are a follow-up to Planning Economic Development Division projects currently in progress.)
2. Responsible for attending meetings and a willingness to travel to Ho-Chunk lands throughout Wisconsin.
3. Position will require a versatile individual who can work with other departments and people within the Ho-Chunk Nation and other outside agencies.
4. Individual will be responsible for maintaining a firm control of budget expenditures.
5. In the absence of the Executive Director, assume responsibilities of the Executive Director.
6. Supervision of Administration staff as assigned by the Executive Director.
7. Perform other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. Minimum of a high school diploma or equivalent, college degree is preferred.
2. Minimum of four-(4) years experience as a supervisor or manager, with a background in business or business related field.
3. Possess a general knowledge of construction procedures, costs involved and labor requirements for specific jobs.
4. Possess basic knowledge of the Ho-Chunk Nation, its various departments, land holdings and its general operations.
5. Must have good communication skills, strong interpersonal skills and be able to deal with the general public as a representative of the Ho-Chunk Nation.
6. Possess strong analytical and written skills; possess good mathematical skills.
7. Candidate must be energetic, active and in good physical condition.
8. Valid driver's license, dependable transportation and proper insurance.

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

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

EEO: 6

EXEMPT

FLEX

Approved: PBOD 04.30.96 Legislature 02.16.99 Resolution 01.08.08A/03.22.16A