HO-CHUNK NATION

DEPARTMENT OF PERSONNEL

POSITION: BUSINESS PROJECT MANAGER I

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	BPM1	17

SUMMARY: Responsible for delivering effective business applications and developing/overseeing project plans which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

DUTIES & RESPONSIBILITES:
1. Design, development and delivery of timely and effective business applications.
2. Use root cause analysis to define complex business requirements and processes.
3. Document technical requirement, develop and oversee project plans and implement change control procedures.
4. Lead design sessions and review sessions with technical and business staffs, including all levels of management.
5. Review and assess vendor proposals.
6. Manage multiple, parallel projects using formal project planning techniques.
7. Direct the activities of on-site and off-site consultants.
8. Manage application design through the various lifecycle stages from business need through design and delivery.
9. Ensure effective handoff to operations for ongoing maintenance and troubleshooting.
10. Establish and maintain customer relationships.
11. Represent the organization at various community and/or business meetings.
12. Participate in technical advisory roles, as required.
13. Mentor associates and foster a learning and growth environment.
14. Performs miscellaneous job-related duties as assigned.

REQUIRED SKILLS & ABILITIES:
1. Must be familiar with feasibility analysis and business cases.
2. Advanced spreadsheet, word processor, and graphics application capabilities.
3. Must be able to implement complex tasks in a project and have project management skills.
4. Possess strong analytical, written and mathematical skills.
5. Must demonstrate the ability to analyze problems and apply sound judgment.
6. Willing to travel and work various hours, including some evenings and weekends.
7. Must be able to maintain confidentiality.

MINIMUM QUALIFICATIONS:
1. Bachelors Degree from an accredited university.
2. PMI (Project Management Institute) Certification as a Certified Associate in Project Management (CAPM).
3. Must have at least seven (7) years of work experience, which shows progressive responsibility.
4. Must have two (2) years of managerial work experience.
5. 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 casino employees will be subject to the Criminal and Background restrictions of the HCN.
"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."