



Swinomish Housing Authority

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Swinomish Housing Authority Project Manager Position Description Full-Time

The Project Manager performs advanced project management responsibilities. Under the guidance of the Executive Director, this position plans, budgets, and schedules all aspects of more complex, and/or highly visible capital improvement and other Housing Authority and grant funded projects; administers consultant contracts; coordinates design reviews, environmental reviews, coordinates property and permit acquisition; coordinates building and contract awards; oversees construction management teams; and monitors project closeouts. May also assist in grant writing to secure funding for future projects.

Essential Job Functions

Work activities involve multiple skills and may include, but are not limited to any or all of the following:

- Develops and negotiates schedules for design and construction, monitors and coordinates activities of contractors, consultants, committees, community organizations, and users during construction.
- Coordinates and/or attends planning meetings to determine objectives, program plan and projects scopes.
- Coordinates contractor agreements.
- Reviews contract and project specifications and negotiates contracts for design and construction of projects.
- Coordinates review of design and construction work performed by consultants and contractors.
- Monitors and evaluates project construction and costs to ensure timely progress, and ensure compliance to specifications and budgetary restrictions.
- Reviews and clears for approval contractor payments.
- Reviews change orders.
- Verifies accuracy of product and service invoices and project accounting.
- Coordinates project closeout and budget reconciliation and evaluation.
- Plans capital improvement and other Housing funded/sponsored projects by preparing necessary documents, providing description of project objectives, participant responsibilities, project description and project methodologies.
- Prepares reports, correspondence, advertisements, and official documents.

- Oversees the planning and development of citizen participation plans to inform and explain project objectives and answer questions from the public, media and other agencies.
- Performs other related duties of a comparable level/type as assigned.
- Provides technical support for negotiation of interagency or local agreements
- Prepares cost and scheduling analysis reports for multiple projects and acts as technical resource to others on project schedule and budget.
- Makes presentations to elected officials, community groups and general public on projects.
- Acts as project lead for assigned projects from conception to implementation.
- Assist in the development of the five-year Housing Development Plan through various tasks including participation in the master planning of homes and developments, grant procurement, and project scoping and estimating of individual projects.
- Assists in the coordination, development and completion of the individual Housing development projects within established performance measures.

Associated Job Functions:

- Attend various workshops, continuing education, meetings, seminars, and conferences.
- Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of multiple disciplines related to assigned capital projects (such as, engineering, architecture, landscape architecture, environmental regulations).
- Knowledge of permitting process.
- Knowledge of planning techniques and principles.
- Knowledge of project management techniques and principles.
- Knowledge of budgeting techniques and principles.
- Knowledge of policy and code analysis and development.
- Knowledge of design techniques and principles.
- Skill in negotiations.
- Skill in cost benefit analysis.
- Ability in strategic planning.

Supervisory Responsibility

No direct supervisory responsibilities.

Qualifications & Requirements

- Minimum five (5) years progressively responsible experience in civil project management or construction management.
- Any related professional membership association and credential is preferred, for example, a Project Management Professional (PMP) certification would be desired
- Working with Tribal government experience is preferred.

- Complete a comprehensive criminal background screening prior to hire.
- Valid driver's license and ability to provide driver's abstract with a good driving record.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Working Environment & Physical Demands

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in an office with prolonged periods of sitting, must be able to travel and make field visits to job locations as required. Work requires manual dexterity, hearing and visual acuity, and the ability to crawl, climb, bend, twist, stoop, kneel, stand, sit, and walk.

Employment Conditions:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to SHA employees. Employees in this classification are considered non-exempt. Consistent with practices on federally recognized Indian Tribes, Native American hiring preference will apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening. A successful applicant must meet minimum standards of character based on a background check. SHA will serve as the hiring committee.