



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## JOB DESCRIPTION

**POSITION TITLE:** PROJECT COORDINATOR

**SUPERVISOR:** HOUSING MANAGER

**SALARY RANGE:** \$52,120.00-\$67,440.00 ANNUALLY 1 FTE

**NATURE OF WORK:** To provide assistance to the housing manger in construction management, annual housing inspections, and procurement

### **REPRESENTATIVE JOB DUTIES KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Provide administrative and clerical support. Setup and maintain contract files, procurement files, solicit bids or request for proposals, contact vendors for material, maintain lists of vendors, contactors, and suppliers as instructed by the housing manager.
2. Ability to communicate effectively, both verbally and in writing, and possess strong human resource skills.
3. Ability to establish and maintain professional working relationships with employees, community groups, regional organizations, local communities, and tribes.
4. Ability to be flexible to meet Skokomish Housing Department needs in response to the changing situation of operations.
5. Prepare scopes of work and contract procurement for labor and or materials.
6. Prepare schedules for inspections and construction work.
7. Prepare check requests for submission to the accounting department.
8. Receive and process applications for review by the housing manager.
9. Knowledge of building codes and enforcement of the building codes.
10. Other duties Assigned

### **MINIMUM QUALIFICATIONS:**

1. High school diploma or GED, some college preferred.
2. Three (3) years experience in Indian Housing construction program field.
3. Computer skills in MS Word, MS Excel, and internet browsing.
4. Ability to read construction blueprints.
5. Create a scope of work and budget.
6. Must be able to climb a ladder to go on roofs and crawl spaces
7. Must be able to bend, kneel, stoop and lift 50lbs.
8. Knowledge of the Native American Housing and Self Determination Act (NAHASDA), Federal procurement standards, and Davis-Bacon requirements.
9. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
10. Must be able to work in a team environment.

11. Strong organizational, communication and interpersonal skills preferred.
12. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

### APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

#### JOB DESCRIPTION APPROVAL:

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_