

JOB VACANCY ANNOUNCEMENT

Opening Date:	June 5, 2017	Closing Date:	Until Filled
Position:	<u>Project Manager</u>	Reports to:	Vice President of Finance
Salary/Wage:	Grade HH; \$116,923-\$126,464 DOE	Department:	Administration
Hours:	Monday-Friday 8:30-5:00	Location:	ASNA

Brief Summary:

Oversees and manages procurement, logistics, construction projects, and maintenance projects.

Qualifications:

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

Education:

Architecture, Engineering, or Project Management degree plus management experience.

PMP certification or professional engineer's license or the ability to obtain one, preferred.

Maximo or other EAM (enterprise asset management system) experience or certification preferred.

Desired Knowledge, Skills and Abilities:

Knowledge of construction contracts and contract law.

Familiarity with building codes for construction and maintenance projects.

Knowledge of OSHA, DEC, etc. regulations and standards.

Knowledge of project management cost accounting standards and the ability to develop/read project financials.

Effective verbal and written communication skills, interpersonal skills, analytical skills and organizational skills.

Ability to deal with complex problems and to make timely and appropriate decisions.

Ability to maintain a flexible work schedule to meet demands of executive management of projects and programs.

Ability to develop and maintain constructive relationships with colleagues as well as outside agencies, organizations and individuals.

Ability to convey a professional and positive image.

Ability to work effectively in a cross-cultural environment.

Computer literacy required.

Other duties as assigned.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.