



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Technical Project Manager
Information Technology (IT)

OPEN: April 21, 2023

EXEMPT: Yes

SALARY: (11) \$34.94-\$39.35/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Administration

DEPARTMENT: IT

SUPERVISOR: IT Director

VACANCIES: 1

JOB SUMMARY: The Technical Project Manager is responsible for managing projects to make sure the proposed plan adheres to the timeline, budget, and scope. Their duties include planning projects in detail, setting schedules for all stakeholders and executing each step of the project. The Technical Project Manager will supervise the activities and operations of Information Technology projects as assigned and assures that the activities and services are compliant with applicable policies carried out as directed by Information Technology Management.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following:

1. Review design documents and contracts and specifications.
2. Develop comprehensive project plans that merge client requirements with organizational goals and coordinate various managers and technical personnel during all project phases, from initial development through implementation
3. Prepare and manage contracts and subcontracts.
4. Provide all required quality assurance monitoring during project durations.
5. Review proposed modifications on project plans, including meeting with interested parties to approve and implement beneficial or necessary changes
6. Participate in weekly meetings, or when required, to keep Information Technology Management informed as to progress and/or schedule changes.
7. Assign and oversee the tasks of technical personnel assigned to a project while ensuring all subordinates are actively working toward established milestones
8. Maintain accounting records of authorized activities performed, contracts, labor, and materials
9. Participate in regular technical staff team meetings to determine progress and address any questions or challenges regarding projects
10. Communicate proactively with all involved personnel involved in a project to provide encouragement, identify problems, create solutions, and implement efficiency improvements
11. Oversee acquisition of resources and materials as needed before and during projects by engaging with clients, team members, managers, and in-house finance staff and vendors
12. Analyze project management and technical processes to ensure they are delivered as expected
13. Meet regularly with project stakeholders and define project goals and objectives

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- AA or AAS in a technical discipline, *preferred*
- Two (2) years experience in the Information Technology field
- Two (2) years supervisory experience in the Information Technology field
- Professional Project Management Certification from accredited institution **OR**;
 - Agree to acquire Project Management Certification from an accredited program within 90 days of hire
- Proficiency with at least one web development language, *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated understanding of Project Management processes, strategies, and methods
- Excellent time management and organizational skills and experience establishing guidelines in these areas for others
- Experience working in a collaborative environment and promoting a teamwork mentality
- Ability to motivate a wide variety of teams associated with the project
- Must have the ability to plan, organize and effectively work with department staff, consultants, and contractors to plan, design, and coordinate the completion of assigned projects.
- Organizational and time management skills to keep teams and projects on schedule
- Possess consistent positive and professional attitude
- Possess strong customer service skills to meet or exceed client service requirements
- Must possess excellent attention to detail
- Ability to communicate with business and technical team members via written and verbal skills
- Ability to lift up to 50 pounds
- Proven skills communicating to multiple levels of an organization, including internal and vendor
- Self-driven and resourceful to achieve goals independently as well as work well in groups
- Flexibility to adjust to changing requirements, schedule, and priorities

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position has direct access to security sensitive data, facilities and possible contact with Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check
- Must have no convictions of moral turpitude or felony and not have been convicted during the past year of a misdemeanor.
- No criminal behavior, on or off duty.
- Must maintain strict confidentiality at all times.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications

include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.