

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-07**

OPEN TO IN-HOUSE EXTERNAL APPLICANTS

POSITION:	Health Systems Project Manager
OPENING DATE:	March 21, 2024
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Community Health & Wellness
SALARY RANGE:	NE13; \$40,706 - \$61,069

Position Summary:

Under general direction of the CHWD Director, the Project Manager is responsible for overall implementation of the project scope of work and deliverables. Ensures effective, efficient and results oriented project management including planning, executing and monitoring projects in order to meet requirements while controlling budget, scope, and timeline. Implements the grant/contract scope of work within established guidelines. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Manages the project for compliance with the cooperative agreement requirements.
- Convenes, orientates, and informs the partners and community on the vision, goals, objectives and activities of the project on an ongoing basis.
- Manages and modifies the established budget within the guidelines of the award; ensures spending within regulations and allowable cost parameters.
- Develops Independent Service Agreements (ISAs) for identified contractors and provides ongoing monitoring to ensure deliverables are met.
- Develops and monitors MOU/A with partners and ensures adherence to roles identified in the cooperative agreement for ongoing strategic engagement to fulfill the project's Scope of Work (SOW).
- Communicates effectively and regularly with CDC assigned staff for direction, progress, challenges, budget changes that require prior approval as outlined in the MOU/A.
- Provides overall program/ project management; includes planning, managing multiple related activities or initiatives, sequencing them with the timelines.
- Establishes ongoing convening meetings of the Partners in line with the cooperative agreement requirements.
- Develops project plans for subsequent year funding for new cooperative agreements.
- Participates in CDC required meetings and trainings as scheduled.
- Responsible for effective project management to meet milestones identified in the workplan.
- Organizes workload to ensure efficient and accurate action to meet the project scope.
- Provides oversight of companies or individual Contractors for the project.
- Informally negotiates with business, programs, or partners on deliverables; initiates formal ISA when needed.
- Develops timely progress reports, contract/cooperative agreement/grant required reports, and reports as required by tribal leadership.
- Develops informational presentations for general public, Tribal leadership and others.
- Convenes meetings with technical technology contractors and data experts to support project deliverables.
- Coordinates training for project Partners and collaborators in essential areas for capacity building (e.g., data analysis and evaluation).
- Develops data management plan for overall Pueblo of Laguna (POL) health and demographic data.
- Works effectively in a team setting and actively contributes towards accomplishing tasks and achieving results of the project.

- Ensures established protections for tribal data are maintained and advises GAD of any assistance needed for breach concerns.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Obtains required certifications within specified time limits; maintains professional and technical knowledge by attending relevant training and workshops.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in Community Health, Public Health, or Project Management required. Five (5) years work experience in one of the relative degree fields required. Two (2) years supervisory work experience in one of the relative degree fields preferred. Master's degree in one of the relative degree fields preferred. FEMA/ICS 300 and 400 (and prerequisites) Certifications preferred; must obtain within six (6) months of hire.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Health Systems Project Manager is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Interview Drug Screening and Background Check	X
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a POL Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable POL processes for data management and data release to the public.
- Knowledge of data collection processes for needs assessments and design for programs.
- Knowledge of program evaluation processes and methods.
- Knowledge of applicable client confidentiality and consent requirements for maximum protection of client.
- Knowledge of data and evaluation terminology.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to interpret basic research approaches and data gained from the project.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interpret applicable laws, regulations, requirements, ordinances, and legislation relevant to the scope of the project work.
- Ability to establish and maintain professional relationships with partner Providers at all levels.
- Ability to develop effective PowerPoint presentations targeting diverse audiences.
- Ability to be innovative in creation and design of project activities.
- Ability to be persuasive and tactful in controversial situations.
- Ability to analyze situations and adopt appropriate courses of action, work independently and meet timelines.
- Ability to maintain confidentiality and demonstrate high moral character and self-responsibility.
- Ability to develop and implement goals and objectives for evidence-based outcomes.
- Skill in budget preparation and administration.

- Skill in computer use, including Word, Excel, Access, Outlook, PowerPoint, and software unique to Program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES