



## WILD HORSE PASS

JOB TITLE:	<b>Project Manager</b>
LOCATION:	Wild Horse Pass Corporate Center
COMPENSATION:	\$62,707 - \$82,078 (Annual)
HOURS OF WORK:	40+ Hour work week
REPORTS TO:	Senior Project Manager

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**Position Summary:** This position will be part of the WHPDA Development Team and will report to the Senior Project Manager and the Assistant General Manager of Development. The Project Manager will contribute and support the planning and execution of the assigned projects.

### **Job Duties & Responsibilities:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform.

- Monitoring project progress by reporting and following up with stakeholders on the completion or delay of project phases
- Communicate with stakeholders regarding project needs and goals
- Contribute to the planning and development of projects
- Schedule meetings with project team and stakeholders
- Maintaining project documents and reports
- Assist in establishing a QA/QC program and its implementation for WHPDA
- Research information as required
- Performing administrative tasks such as preparing invoices, estimates, scheduling meetings, etc.
- Completing any tasks assigned by the Project Manager in an efficient and timely manner
- Network with consultants, architects, engineers, estimators, contractors, subcontractors and suppliers for Wild Horse Pass infrastructure needs.
- Identify potential long lead or potential cost escalation items.
- Participate in the regular project development team meetings to discuss project status, project resources, and other needs.
- Serve as a resource for others in the department at times to fulfill their assignments
- Ensures effective and efficient use of budgeted funds, materials, facilities and time
- Ensures effective public relations and customer service related to planning, development, building and code enforcement issues.

### **Key Qualifications – Education & Work Experience:**

- Degree in Architecture, Engineering or a related field preferred.
- Previous experience in project management or a similar role will be considered.
- Keeps abreast of changing regulations and policies through continued education and professional growth.
- Maintains cooperative relationships with peers, agencies and other governmental units.
- Attends conferences, workshops, and seminars as appropriate to ensure continued education.



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### **Knowledge Skills & Abilities:**

- Thorough knowledge and understanding of applicable Tribal, federal, state and local ordinances and regulations.
- Considerable knowledge of commercial development, redevelopment and growth of the WHP Development area.
- Good knowledge of public relations practices.
- Skill in the use of office equipment and technology, including computers, related software, project management software, and the ability to master new technologies.
- Ability to effectively communicate and present ideas and concepts orally and in writing and make presentations in public forums, to a wide variety of audiences.
- Ability to critically assess situations and solve problems and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend occasional meetings outside of normal business hours.
- Friendly and professional demeanor
- Exhibit a high level of professionalism
- Knowledge of and understanding of correspondence requirements in a political environment
- Basic math skills and calculations (e.g., Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.)
- Must act with diplomacy and tact
- Knowledge of appropriate safeguards for protecting confidential data
- Demonstrate organization and time management skills
- Must have ability to exercise sound independent judgment

**Computer Skills:** Microsoft Word; Microsoft Excel; Microsoft Outlook; Internet Explorer; basic knowledge project management software.

**Language Ability:** Ability to read and comprehend simple/complex instructions, correspondence, and memos. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write internal and external correspondence. Ability to effectively present information in one-on-one and small group situations, to customers, clients, and other employees of the organization.

**Math Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in all formats and deal with both abstract and concrete variables.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work will be performed both inside and outside on a regular basis, in most weather conditions.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit for an entire shift/extended period of time. The employee occasionally is required to stand; and bend, climb, stoop, lift, carry, push, kneel, crouch, or crawl. The employee must regularly lift and/or move 15 pounds, and occasionally lift and/or move up to 25 pounds.



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**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.  
This position has no supervisory responsibilities.  
Occasional overnight travel is expected for this position. Local day travel is expected regularly.

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*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Preference is given to qualified members of the Gila River Indian Community.*

*The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.*

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**Questions – Contact:** Human Resources  
Email: [Careers@wildhorsepass.com](mailto:Careers@wildhorsepass.com)

**Submit Resume and Cover Letter to:** Human Resources  
5350 North 48th Street, Suite #310  
Chandler, Arizona 85226

**Position Posting Closes:** When filled

**Employee Acknowledgment:**

Employee signature below constitutes employee's understanding of the requirements, functions and duties of the position.

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

Print: \_\_\_\_\_