



Elbowoods Memorial Healthcare Center

1058 College Drive
New Town, ND 58763-9112
(701) 627-4750

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Senior Project Manager - Administration
RESPONSIBLE TO: EMHC CEO
SALARY: Starting salary will be determined by funding, Experience and training level.
CLASSIFICATION: Non-Management, Regular, Full-Time, Non-Exempt
LOCATION: Elbowoods Memorial Health Center

POSITION SUMMARY: The Project Manager will provide the overall planning, coordination and control assigned EMHC projects from beginning to completion.

RESPONSIBILITIES AND DUTIES:

1. *Planning* – From the outset it is the responsibility of the Project Manager to plan the build process. This means producing a critical path and understanding the timing of each stage. Understanding each stage of the project is key to ensuring that the project is completed on time.
2. *Resource Allocation* – Any building project will need resources from bricks and mortar to tools and basic amenities. It is the responsibility of the Project Manager to understand what these are and ensure they are available.
3. *Setting Benchmarks* - An integral aspect of the ongoing monitoring of a project is setting benchmarks to monitor progress. This allows the Project Manager to identify whether or not the project is on target to finish on time and within budget.
4. *Budget Management* - The Project Manager is responsible for the financial planning and monitoring of assigned projects. To avoid going over a budget, a Project Manager should consider continually forecasting, keeping the team informed of forecasts and changes and managing the scope meticulously, so knowing the costs for unplanned construction work or resources and keeping that set aside.
5. Daily email checks for correspondence from many stakeholders.
6. Preparing regular progress reports for project sponsors.
7. Preparing daily tasks lists and delegating responsibility.
8. Arranging and leading on regular team meetings.
9. Keeping up to date with any policy and legislation changes.
10. Undertaking site checks in order to monitor progress.
11. Dealing with matters arising from stakeholders such as environmental and local community issues.
12. Monitoring budget report.
13. Perform other duties as assigned.
14. To include project management for project devolvement for EMHC

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Senior Project Manager – Administration

NOTE: The duties are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing of others does not exist.

KNOWLEDGE, SKILLS AND ABILITIES:

- *Planning and Time Management* – To ensure that projects are completed within set timeframes.
- *Resources Management* – Ensuring that equipment is available throughout the building project.
- *Financial and Budget Management* – Making sure that the project is completed within a financial budget.
- *Communication* – Arranging meetings and ensuring that all stakeholders are aware of the project's progress.
- *Delegation and Motivation* – The Project Manager will be responsible for ensuring that tasks are delegated effectively and staff remains motivated to complete the project to a high standard.
- *General Construction* – At time of uncertainty the Project Manager may be relied upon for their superior knowledge of the industry and specific problems.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

1. Bachelor's in related field **REQUIRED**. *Must submit copy of degree or transcripts with application.*
2. Training or certificate in Construction Technology, home and/or business, Inspection or related fields preferred.
3. Efficient organizational skill and successful completion of tasks under continuing pressure, to meet the deadlines.
4. Must be able to interact positively with co-workers, follow instructions, and handle sensitive situations with tact.
5. Ability to interact with patients and members of the public with patience, courtesy and professionalism on all communication levels.
6. Ability to handle routine tasks daily.
7. Must be responsible, dependable, and punctual.
8. Must have budget maintenance and tracking knowledge.
9. Proficient in Microsoft Office Suite: Word, Excel, Outlook, etc. **REQUIRED**.
10. Must be able to maintain confidentiality of information, **REQUIRED**.
11. Must have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
12. Must submit and clear Criminal Records Background Check, **REQUIRED**.
13. Must submit to an Alcohol/drug screen and random testing per policy, **REQUIRED**.
14. Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
15. Veterans Preference will apply. *Must submit documentation with application to qualify for Veterans Preference.*

PHYSICAL DEMANDS/WORK CONDITIONS:

- Must be in good physical condition in order to walk and climb about construction and building sites.

- Must be able to endure work with varying conditions of noise level, temperature, and illumination or clutter with work materials and tools.
- Requires prolonged sitting.
- Occasionally lifts up to 25 pounds of materials.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable disease, and other conditions common in a health care environment.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

Currently there are limited housing units available with no relocation assistance.

Please Note: If requirements are not met, i.e. submissions of resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified. We do not accept scanned or faxed copies.

Indian Preference will apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference will apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran’s Preference”.

Applications will not be returned.