



Flandreau Santee Sioux Tribe

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fsst-nsn.gov

Job Description

Job Title: CCG Project Manager
Department: Grants
Reports To: Tribal Administrator or Compliance Director
Employment Type: Temporary, Full-Time (Grant Funded)
FLSA Status: Exempt (\$86,000 - \$125,000)
Hours: Hours May Vary

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION

Approved by: _____ Date: _____

Approved by: _____ Date: _____

Employee Name: _____ Date: _____

POSITION SUMMARY:

FSST is a recipient of the U.S. Environmental Protection Agency, Office of Environmental Justice and External Civil Rights, Environmental and Climate Justice Community Change Grants (“CCG”) Program. The CCG Project Manager (“PM”) is responsible for managing the funded projects from the award phase to close-out, making sure all work is completed efficiently and satisfactorily.

The PM is a temporary, full-time grant-funded position that will begin immediately and continue until January 14, 2028, or as long as grant funds are available to support this position. This position will be eligible for all employee benefits of the Tribe in accordance with the Tribe’s handbook and policy documents. A detailed project narrative is attached to this job description for reference.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to:

1. Ensuring all work is completed in conformance with tribal laws and policies as well as any other relevant laws, rules, and regulations.
2. Adhering to project management best practices and ethics throughout the project.
3. Working with a team to implement the project. This includes developing the project process, scopes of work for the various sub-projects, tracking timelines, drafting job descriptions, and monitoring budgets.

4. Identify and coordinate with relevant tribal employees and leadership to implement the project.
5. Use grant software (currently e-Civis) to monitor project progress and set deadlines.
6. Make recommendations to overcome obstacles that arise.
7. Procure project labor, goods, travel, and services and process invoices for payment.
8. Attend mandatory conferences twice per year. The events are the annual Regional Resiliency Summit (a 4-day event) and the National Disaster Resilience Conference (a 4-day event).
9. Ensure quality control.
10. Draft and submit quarterly and annual performance reports.
11. Conduct final inspections and write Final Inspection Reports when applicable.
12. For larger projects, coordinate an Inspection Team and facilitate inspection meetings.
13. Obtain notarized certificate and release from each construction contractor to ensure all work was completed in full compliance and all expenses have been paid.
14. Obtain construction warranties where applicable.
15. Evaluate project performance and make recommendations to improve future projects.
16. Ensure stakeholder satisfaction.
17. Seek training and certification opportunities that would benefit the position.
18. Provide technical support to department directors that manage projects within their departments.
19. Present updates to the Executive Committee upon request.

This is not meant to be an exhaustive list of duties. A skilled PM will identify other duties that need to be completed, and other duties may be assigned.

SKILLS AND ABILITIES:

- Soft skills necessary for the job include:
 - Interpersonal including teamwork
 - Clear and considerate communication, including active listening
 - Delegation
 - Negotiation
 - Motivated
 - Adaptable
 - Problem solving
 - Strategic thinking
 - Organization
 - Time management
 - Conflict resolution

- Technical skills necessary for the job are:
 - Budget management—knowledge of math, finances, and tribal and federal rules
 - Data collection and analysis
 - Able to efficiently use common software programs such as Word, Excel, Outlook, and Adobe Acrobat.

Some knowledge of solar energy and construction, including public, residential, commercial, and industrial structures—as well as roads and bridges—is preferred.

SUPERVISORY RESPONSIBILITIES: This position requires the hiring and supervision of other employees and casual labor. The PM will be responsible for ensuring the staff has what it needs to perform assigned work and verify that the work is being finished. The PM will approve leave and enter timesheets on a bi-weekly basis in accordance with the Tribe's payroll schedule. The PM will supervise the work of contractors. The PM will supervise the work of two sub-awardees.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in project management, construction management, planning, or a closely related field or an equivalent combination of education, training and project management experience is required.

A valid driver's license is required or must be obtained within 30 days of employment.

A PMP Certification is desirable.

All positions require a minimum of a criminal background check to a maximum of an adjudicated P.L. 101-630 character and criminal background check and drug screening.

If the incumbent has previously worked for the Tribe, he or she must have a positive past work record. Applicant must not have been terminated for cause from any position within the past (3) years.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. Incumbent must have the ability to perform demanding and heavy physical labor on occasion.

WORK ENVIRONMENT:

The primary duty station is the Tribal Office, which is a professional office environment. The PM will work at various project sites which may be indoors or outdoors, and will travel outside of the local area. **This position is not approved for remote work.** The employee is occasionally exposed to both indoor and outdoor elements, hot, cold and wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The noise level in the work environment is usually moderate to occasionally loud.

SELECTION PROCESS:

The Flandreau Santee Sioux Tribe Executive Committee, Human Resources Department, and Compliance Director will handle the scheduling of interviews, review of applications, and will otherwise perform all of the hiring processes.

APPLICATION REQUIREMENTS:

Please include the following in your proposal:

- **Flandreau Santee Sioux Tribal Employment Application.** Found at <https://fsst-nsn.gov/employment>.
- **Cover Letter.** Please include salary requirements within the cover letter.
- **Resume with references** – Identify three references who can attest to your experience and capabilities as they relate to services requested. References should include contact name, address, and telephone number.
- **Native American and Veteran Preference** – The Flandreau Santee Sioux Tribe seeks to hire the best-qualified individual for all jobs. The Tribe will give preference within this process to qualified applicants based on the following classifications: Flandreau Santee Sioux Tribal Member Veterans, Flandreau Santee Sioux Tribal Members, Native American Veterans, Other Native Americans, lineal descendants of the Flandreau Santee Sioux Tribe, Veterans, and Non-Native Americans. Please specifically state if you meet any of these classifications.

APPLICATION DEADLINE

This position will be open until filled. The Tribe will conduct its review of applications on a rolling basis, but the Tribe intends to conduct its first review of applications on April 1, 2025. Applications may be submitted electronically to Debra Wakeman, Chief Human Resources Officer at debra.wakeman@fsst-nsn.gov, and Lacy Neuenfeldt, Compliance Director, at lacy.neuenfeldt@fsst-nsn.gov.