

**NORTHERN CHEYENNE TRIBE
JOB ADVERTISEMENT**

POSITION: Project Manager

SALARY: \$20.00, Temporary, 75% FTE, Covered

DEPARTMENT: Northern Cheyenne Investigative Services - Tribal Youth Program

ACCOUNTABLE TO: Director

OPENING DATE: February 7th, 2024

CLOSING DATE: February 14th, 2024

How To Apply:

Submit a completed application, RESUME with three (3) current (within one year) letters of recommendations (one must be a previous/present employer), Tribal certification or Tribal ID, (if claiming Tribal preference), a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to:

Northern Cheyenne Tribe

Attn: Human Resources

P.O. Box 128

Lame Deer, MT 59043

Applications may be electronically submitted to:

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

Summary Of Work:

Applicant will be required to administer and manage a grant awarded by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to the Northern Cheyenne Tribe for the specific purpose of developing a Tribal Youth Program Strategic Plan.

Job Characteristics:

The position will be responsible for the coordination of a Tribal Youth Program strategic plan and conducting all day-to-day activities to ensure the plan is completed within the timeframe proposed.

Nature Of Work:

Applicant will fully participate in the juvenile justice system planning process and will coordinate, determine venue, schedule, attend, and participate in all planning meetings and collaboration sessions, collect and compile data, author drafts of the plan in cooperation with the OJJDP TTA provider and the Core Planning Team, provide presentations to the Tribal Council, monitor the budget and timeline, and finalize the strategic plan. Applicant will be the primary point of contact and liaison between the Northern Cheyenne Tribe and the OJJDP TTA provider.

Personal Contacts:

The position requires ongoing contact with the Tribal Council, tribal finance, tribal programs, the Core Planning Team, the OJJDP TTA provider, and the tribal community. Must work well with the general public.

Guidance Received: Northern Cheyenne Tribal Council.

Supervision Received: General supervision provided by Northern Cheyenne Investigative Services Director.

Supervision Exercised: Not a supervisory position.

Essential Functions: Must observe all confidential policies and regulations. Must oversee all program deliverables to ensure the strategic plan drafts and final strategic plan are acceptable to the Tribal Council and the Tribal membership. The applicant must be able to work independently as well as cooperatively with the OJJDP TTA provider on a continuous basis.

Areas of Accountability:

- Good judgment and decisions in times of crisis.
- Sensitive to the needs of stakeholders.
- Maintain proper record keeping of meetings and minutes for reporting.
- Responsible for maintaining a professional office setting.
- Responsible for day-to-day operations of the project.
- Responsible for data collection and reporting to the funding agency and the Tribe.
- Management of program funds and budgets in accordance with Tribal Finance Department guidelines.
- Maintain relations with the Core Planning Team, OJJDP TTA provider, and the public.
- Must be able to coordinate, determine venue, schedule, attend, and participate in all planning meetings and collaboration sessions.
- Must be able to organize and write the drafts and final version of the strategic plan in an effective and professional manner with guidance from the Core Planning Team and OJJDP TTA Provider.
- Must be a good communicator both orally and in writing.
- Must maintain a proper filing system for program and project related records.

Job Requirements:

Knowledge: This position requires basic knowledge of office management and operations. Applicant must have basic computer skills and be able to manage the budget, fulfill deliverables, and file reports of the program.

Skills: Must be able to organize and write a technical paper, perform basic office administration and management duties, possess leadership skills, and handle situations with good judgment and Professionalism.

Abilities: The position requires the ability to evaluate situations and apply correct principles to different situations. Must be able to communicate with the public, core planning team, and OJJDP TTA provider and handle stressful situations when they arise.

Education and Experience: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Previous experience in grants management (strategic planning preferred).
- Should have high school diploma or GED, and basic computer experience and knowledge (Associate degree in related subject matter preferred).
- Must have a current Montana driver's license and a good driving record.

Job Performance Standards: Evaluation of this position will be based primarily on performance and duties. Examples of job performance criteria include, but are not limited to, the following:

- Previous experience as a manager.
- Adheres to confidentiality.
- Punctual and observes work hours.
- Practices exceptional relations with Tribe and the public.
- Maintains a friendly and efficient office environment.
- Collects and maintains project-related data and keeps an exceptional filing system.
- Provides written and oral progress reports to the Tribal Council and funding agency.
- Works to ensure the department has up-to-date equipment and training.
- Must agree to and sign waiver for pre-employment drug testing.
- Must be an effective communicator and technical writer.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.