



## NATIVE VILLAGE OF KOTZEBUE KOTZEBUE IRA

### **TITLE: ENERGY PROJECT MANAGER**

REPORTS TO: EXECUTIVE DIRECTOR  
DEPARTMENT: ADMINISTRATION  
CLASSIFICATION: EXEMPT / FULL-TIME TEMPORARY  
SALARY: DOE

### **JOB SUMMARY:**

The Energy Project Manager (EPM) will coordinate with entities to build capacity for renewable energy sources in Kotzebue. The EPM is responsible for planning, executing, finalizing of projects according to strict guidelines, and within budget.

### **DUTIES AND RESPONSIBILITIES:**

- Seek funding for projects
- Define project scope and deliverables that support business goals in collaboration with Administration and Tribal Council
- Work with other entities to support renewable energy projects to lower the cost of living for residents
- Effectively communicate project expectations to team members in a timely and clear manner
- Plan, schedule, and track project timelines and milestones using appropriate tools
- Develop and deliver progress reports, proposals, requirements documentation, and presentations
- Work directly with the Finance Department to make sure budget is updated and within the budget spending guidelines
- Conducts cost analysis, estimating expected costs for the project
- Prepares and implements a budget based on estimates
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including termination of the project if appropriate)
- Addresses questions, concerns, and/or complaints throughout the project
- Acts as a liaison between company, customers, and vendors
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices
- Other duties that are pertinent to the department or unit's success also may be assigned.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in related field, which may include Computer Science, Business, or Engineering, required.
- At least three years of related experience required.
- PMP, PgMP, CAPM, and/or comparable project management certifications highly desirable.

- Driver's License and an acceptable driving record for the past three (3) years to be eligible under company vehicle insurance policy.

**PREFERRED KNOWLEDGE, ABILITY, AND SKILLS:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of or the ability to quickly learn about the project or product being developed.
- Proficient with Microsoft Office Suite or related software.

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Employee Signature	Date	Executive Director	Date

*Native preference will be given in recruiting and hiring, consistent with the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended.*

*Kotzebue IRA is an Equal Opportunity Employer, and all qualified applicants will be considered for employment.*