***VACANCY ANNOUNCEMENT***

POSITION: SPECIAL PROJECTS MANAGER

DEPARTMENT: LABOR

LOCATION: DEPARTMENT OF LABOR, CONCHO OK

ISSUE DATE: December 2, 2022  CLOSING DATE: UNTIL FILLED

GENERAL DESCRIPTION: THE SPECIAL PROJECTS MANAGER FOR THE DEPARTMENT OF LABOR IS AN OPERATION'S PROFESSIONAL AND IS UNDER THE DIRECT SUPERVISION OF THE EXECUTIVE DIRECTOR OF LABOR AND EXECUTIVE ASSISTANT OF LABOR. HE/SHE IS RESPONSIBLE FOR DEVELOPING, COORDINATING, AND IMPLEMENTING ALL TASKS THAT RELATE TO SPECIFIC OR SPECIAL DEPARTMENT OF LABOR PROJECTS GEARED TOWARD ADDRESSING EFFICIENCY, ACCOUNTABILITY, AND EFFECTIVENESS IN THE ADMINISTRATION OF TRAINING OF CURRENT AND NEW TRIBAL EMPLOYEES. THE SPECIAL PROJECTS MANAGER WILL WORK COLLABORATIVELY WITH THE DOA EXECUTIVE DIRECTOR AND THE OFFICE OF PERSONNEL DIRECTOR TO IDENTIFY SPECIAL PROJECTS THAT WILL ENHANCE THE OVERALL EFFECTIVENESS OF TRIBAL PROGRAMS.

DUTIES AND RESPONSIBILITIES:

- Performs a variety of technical, analytical and administrative support duties in providing responsible staff support to one or more programs; and performs related duties as assigned.
- Map out annual training plans for management, HR, program customer support and other program related needs.
- Responsible for coordinating with other program directors and coordinators to help select appropriate training methods and/or activities for developing special skills and needs.
- Assists with DOL outreach, community events, and education programs.
- Conduct training needs assessments and identify skills or knowledge gaps that need to be addressed.
• Assess instructional effectiveness and determine the impact of training on employee skills and key performance indicators.
• Gather feedback from trainers and trainees after each educational session.
• Partner with and liaise with experts regarding instructional design.
• As assigned, designs, develops and/or maintain specialized curriculum database and training records using standard spreadsheet soft-ware.
• Host train-the-trainer curriculum session for internal subject matters.
• Manage and maintain in-house training facilities and equipment.
• Research and recommend new training methods to continuously seek ways to improve efficiency and effectiveness.
• Compose, revise and edit a variety of routine to moderately difficult correspondence, reports, and informational materials; from rough notes, drafts, dictation, or brief oral instructions.
• Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility; type accurately at a speed necessary to meet the requirements of the position.
• Type, format, edit, revise, proofread and print reports, correspondence, memoranda, contracts, agreements, technical charts, tables and other specialized materials ranging from routine to complex; proofread and check typed and other materials for accuracy and completeness and for compliance with policies and regulations.
• Use tact and discretion in dealing with sensitive situations and concerned people and customers; establish and maintain effective working relationships with tribal leaders, Executive Directors, program directors and coordinators, staff and others encountered in the course of work.

QUALIFICATIONS:
• Associate’s degree in business or related field preferred but not required from an accredited school or institution or 3 plus years’ experience in related field.
• Operate a computer using MS Office to be able to prepare clear, accurate and concise reports, records, training materials, databases and spreadsheet software from collected and evaluated information and data;
• Hands-on experience coordinating multiple training events in a corporate setting.
• Extensive knowledge in instructional design theory and implementation to meet critical deadlines.
• Adequate knowledge of learning management systems and web delivery tools.
• Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
• Familiarity with traditional and modern job training methods and techniques.
• Experience with e-learning platforms.
• Strong communication skills to communicate clearly and concisely, orally and in writing;
• Must possess a valid Oklahoma Driver’s license and have dependable transportation.
• Cheyenne and Arapaho preference
**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov  
Office (405) 422-7498  
Fax (405) 422-8222  
**Toll Free 1 (800) 247-4612 ext. 27498**

To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)