**DISCRIPTION:** Manages activities of the capital projects Program

**DUTIES:**

* Plan, develop and maintains capital project budget and assures timely and fiscally responsible achievements;
* Provide assistance to Department Directors regarding all capital projects related to their departments;
* Consults with Mayor regarding all capital project plans and activities;
* Plan, develop and evaluate capital project goals, objectives, policies and procedures and assures activities are in compliance with all laws, policies and regulations;
* Plan and develops capital project priorities and strategic plans;
* Collaborate with State, Federal and Local Agencies and communities to identify project needs, infrastructure and service needs within NWAB communities;
* Prepares and monitors all capital project construction and service contracts;
* Issues Requests for Proposals or Competitive Bidding for all capital projects where necessary;
* Reviews all capital project funding requests and consults with Mayor;
* Develops and oversees implementation of NWAB Facility Master Plan;
* Collaborates with and Updates affected agencies, village, City and IRA Administrators on all capital projects;
* Prepares and presents reports to Mayor for Assembly Review;
* Other duties as assigned.

**MINIMUM REQUIREMENTS:**

* High School Diploma or GED and Bachelor’s Degree in Public, Business Administration, Engineering or seven years equivalent combination of experience or education;
* Should possess strong technical, administrative, organizational and communication skills;
* Valid Alaska Driver’s License that meets NWAB Insurance Criteria;

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**Employee Date Mayor Date**