



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #18-2026

Opening Date: June 24, 2026
Closing Date: Open Until Filled
Position Title: Procurement/CIP Manager
Salary Range: \$ 45,000.00 to \$60,000.00

DESCRIPTION OF WORK:

Under general supervision of the Director of Finance and Accounting, oversees and performs all functions in connection with managing Capital improvement project for the Laguna Department of Education. The Procurement/CIP Project Manager will be responsible for the planning, coordination, and supervision of various capital improvement projects (CIPs) for LDoE. This role involves overseeing the design, construction, and completion of public infrastructure projects such as roads, utilities, facilities, and parks. The procurement/CIP manager will supervise capital projects and provide regular progress reports, budget updates, and project presentations for LDoE, board and the tribal council.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Bachelor's Degree in civil engineering, construction management, or a related field from an accredited school. Managing budgets and accounting knowledge is desired; Minimum of 5 years of progressively responsible experience managing capital improvement projects for municipalities or similar projects in the private industry, with a strong emphasis on field supervision and inspection. Licenses/Certifications requirement: NM Chief Procurement preferred, or the ability to obtain one within 6 months.

OTHER REQUIREMENTS:

****Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.**

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title:	Procurement/Capital Improvements Project Manager
Department:	Finance and Accounting
Reports:	Director of Finance
FLSA Status:	Exempt -Year Long
FTE:	1
Closing Date:	Open until filled
Pay Range:	\$45,000-\$60,000

SUMMARY:

Under general supervision of the Director of Finance and Accounting, oversees and performs all functions in connection with managing Capital improvement project for the Laguna Department of Education. The Procurement/CIP Project Manager will be responsible for the planning, coordination, and supervision of various capital improvement projects (CIPs) for LDoE. This role involves overseeing the design, construction, and completion of public infrastructure projects such as roads, utilities, facilities, and parks. The procurement/CIP manager will supervise capital projects and provide regular progress reports, budget updates, and project presentations for LDoE, board and the tribal council.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Manage all phases of CIP projects, including planning, budgeting, design, permitting, procurement, construction, and close-out.
- Prepares RFQ's, RFP's, construction administration and construction management for all school or program related capital projects
- Oversee and manage field activities, including site inspections, contractor coordination, and ensuring compliance with specifications, schedules, and safety standards
- Monitor project budgets and expenditures, ensuring projects are completed within the approved budget.
- Oversee contractor and vendor management: Work closely with contractors, consultants, and vendors to ensure project deliverables are met
- Provide monthly stakeholder Communication
- Schedules Monthly meetings to provide regular updates and reports on project progress, timelines, and other information related to projects
- Prepare and present project updates to Board and tribal council, including timelines, budget impacts, and project goals.
- Maintain compliance for each project
- Ensure all CIP projects comply with tribal, local, state, and federal regulations, including obtaining necessary permits and approvals
- Work collaboratively with other all departments, including tribal public works, finance, program leadership and planning team, to ensure smooth project execution

- Maintain thorough project documentation, including plans, permits, inspection reports, change orders, and financial records.
- Manage infrastructure and assists public works departments in replacements and projects and assists with departmental and CIP budgets
- Plan and oversees the creation of schematics, estimates and as-builts of proposed infrastructure,
- Plan, review and develop plan reviews of capital projects and checking designs, details, estimates, plans, and specifications of engineering projects
- Interpret and apply engineering standards and procedures with tribal, federal and state regulations, and school policies and procedures.
- Conduct pre-construction and progress meetings
- Provides project inspections and generates inspection reports for all capital projects
- Ensures and follows organization's policies and applicable regulations
- Assisting in resolving project delays
- Other duties assigned by the superintendent

SUPERVISORY RESPONSIBILITIES:

Manages accounting department employees. Is responsible for the overall direction, coordination and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Responsibilities include interviewing, hiring & training employees, planning, assigning and directing workflow, appraising performance, rewarding and disciplining employees, and addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

- Education: Bachelor's degree in civil engineering, construction management, or a related field from an accredited school. Managing Budgets and Accounting knowledge is desired
- Experience: Minimum of 5 years of progressively responsible experience managing capital improvement projects for municipalities or similar projects in the private industry, with a strong emphasis on field supervision and inspection.
- Licenses/Certifications: NM Chief Procurement License preferred, or the ability to obtain one within 6 months. Licensure is required
- Must possess a valid Driver's License

WORK ENVIRONMENT:

- Work is performed in indoor and outdoor environments.
- The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- While performing the essential functions of this job, employee will frequently work near heavy equipment, moving mechanical parts, fumes and airborne particles and outdoor temperatures
- The noise level in the work environment is usually moderate but occasionally loud

Occasional evening or weekend work may be required for Council or other scheduled meetings or to address urgent project needs. financial management and or school business experience. Licensed

School Business official and Procurement Officer preferred. Must have experience with fund accounting and financial software experience. Experience with Ivisions or other financial software is desired Must have working knowledge of GAPP procedures, various State, Tribal and Federal regulations applicable to the organization (e.g., OMB Circulars A-87 and A-133, PL 100- 297, etc.).

CERTIFICATIONS AND OTHER REQUIREMENTS:

- Must be able to pass background check and drug test
- Must obtain Chief Procurement License within 6 Months of employment
- Must obtain BIE financial fiscal management training within 1 year of employment

SKILLS and ABILITIES REQUIRED

- Knowledge (or ability to quickly learn) of pertinent local, state and tribal codes and ordinances
- Strong knowledge of engineering principles related to infrastructure design and construction
- Extensive field experience in supervising construction projects, including contractor management and site inspections
- Excellent project management skills, with the ability to manage multiple projects simultaneously
- Strong understanding of municipal regulations, codes, and permitting processes
- Strong written and verbal communication skills, including the ability to deliver presentations to tribal Council, board and other stakeholders.
- Ability to work independently and make decisions in a fast-paced environment
- The individual synthesizes complex and diverse information
- Identifies and resolved problems in a timely manner and gathers & analyzes information skillfully
- Speaks clearly and persuasively in both positive and negative situations. Demonstrates group presentation skills and conducts productive meetings
- Inspires and motivates others to perform well; accepts feedback from others
- This individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth
- Displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions
- Prioritizes and plans work activities, uses time efficiently and develops realistic action plans

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:

Must be experienced with finance and accounting systems. Must be competent in use of 10-key, PC computer systems and spreadsheets (Microsoft office systems).