

AMI / SMART GRID PROJECT MANAGER

(ADVANCED METERING INFRASTRUCTURE PROJECT MANAGER)

SALARY: \$8,539 to \$11,444 monthly (26 pay periods annually)

FINAL FILING DATE: Open Until Filled. **First cut-off is August 17, 2018.**

Following the first cut-off date, resumes/applications will be screened according to the qualifications outlined below. The most qualified candidates will be invited to interviews tentatively scheduled for Friday, August 24, 2018.

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the regular and full-time position of AMI / Smart Grid Project Manager (Advanced Metering Infrastructure Project Manager) in the Electric Department. The normal work schedule is Monday through Friday, 8:00 am –5:00 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

DEFINITION

To plan, organize, direct and manage the Advanced Metering Infrastructure (AMI) project for the water and electric utilities including governance, functional and operational tasks; to provide business and technical advice and expertise; and to serve as a resource to City staff and departments.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from an assigned manager.
- May exercise direct supervision over professional, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives related to the implementation of the City's AMI; establish schedules and methods for the implementation of AMI.
- Define scope of AMI project and identify detailed work plan and tasks in coordination with project team and management.
- Plan, organize, and direct staffing and outside resources as necessary for implementation of City objectives associated with AMI implementation.
- Manage the design and implementation of strategies through discussions and negotiations with key stakeholders.
- Develop and monitor project budget and milestones, ensuring AMI project is completed consistent with deadline, budget, scope and overall goal.
- Lead, establish, and implement selection processes for outside resources and direct internal resources consistent with project goals and objectives.
- Review and approve various work products by consultants and staff related to assigned projects.
- Produce or guide the development of presentations and written documents for various target audiences.

- Provide regular and timely updates to the City Manager, City Council, and other appropriate parties.
- Research, compile and prepare reports and documentation on project activities; analyze project and develop corrective action; prepare periodic status reports.
- Represent AMI on committees, outside organizations, and at staff subcommittees as necessary; coordinate activities with other divisions and outside agencies.
- May participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; conduct performance evaluations.
- Answer questions and provide information to the stakeholders; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of AMI project management.
- Principles and practices of change management.
- Principles and practices of vendor management.
- Principles and practices of leadership, motivation, team building, negotiations, and conflict resolution.
- Practices of AMI systems administration and/or AMI workflow and configuration.
- Pertinent local, State and Federal laws, regulations and laws.
- Budgeting procedures and techniques as related to project management.

Ability to:

- Organize and direct AMI project development and implementation.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Gather data from appropriate sources; analyze problems; identify alternative solutions; project consequences of proposed actions; and implement recommendations in support of AMI project goals.
- Consider varying opinions and views and work collaboratively in the best interest of the City.
- Interpret and apply City policies, procedures, rules and regulations.
- Analyze and interpret complex technical reports and documentation.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Understand the client's needs and provide realistic expectations to achieve desired results.
- Prepare and make effective training presentations, both formally and informally.
- Ensure goals and objectives of project are clearly identified and communicated.
- Motivate project team.
- Assist in the development and monitoring of an assigned program budget.
- Supervise, train, and evaluate assigned personnel.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Five years of increasingly responsible experience in AMI or similar systems implementation and/or workflow and configuration development that included project management.

Training:

A Bachelor's degree from an accredited college or university, preferably with major coursework in computer science, information systems, business administration or a related field is preferred.

License or Certificate

- Possession of a valid California driver's license by date of appointment.
- Possession of a Project Management Professional Certificate (PMP) from the Project Management Institute, Inc. (PMI) or Certified Project Professional (CPP) credential from the International Association of Project and Program Management (IAPPM) is desirable.

SUPPLEMENTAL QUESTIONNAIRE

1. Your responses to questions 2-4, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.
 Yes
 No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
3. How many years do you have experience in AMI or similar systems implementation and/or workflow and configuration development that included project management?
 Less than 5 years
 5-9 Years
 10 +Years
4. Do you possess a Project Management Professional Certificate (PMP) from the Project Management Institute, Inc. (PMI) or Certified Project Professional (CPP) credential from the International Association of Project and Program Management (IAPPM)? If yes, please attach a copy to your application.
 Yes
 No
5. Roseville's multi-year advanced meter infrastructure (AMI) project kicked off in early 2018. How would you come up to speed and assume the leadership role on the project?
6. Roseville's AMI project will impact virtually every household and business in the City. What can Roseville do to ensure public perception and customer satisfaction are positively impacted by this project?

SELECTION PROCESS

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and

selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.