



CITY OF PALO ALTO  
invites applications for the position of:

# AMI / Smart Grid Project Manager (Utilities Supervisor)

**SALARY:** \$59.20 - \$88.80 Hourly  
\$10,261.33 - \$15,392.00 Monthly  
\$123,136.00 - \$184,704.00 Annually

**OPENING DATE:** 01/15/20

**CLOSING DATE:** 02/18/20 11:00 PM

## DESCRIPTION:



### The Department

Palo Alto is the only city in California that offers a full array of utility services to its citizens and businesses. Because of this, the City has a unique opportunity to partner with the Palo Alto community to enjoy the benefits and achievements of reliable, home-grown, and environmentally-focused utilities. Palo Alto has a tradition of over 100 years of successful public utility operations. It is a tradition that continues to provide the Palo Alto community with safe and reliable utilities service, local decision-making over policies, utility rate-making, environmental programs, and customized services.

### The Position

The successful candidate will plan, organize, direct and manage City of Palo Alto Utilities (CPAU) Palo Alto's Advanced Metering Infrastructure (AMI) project and smart meter installation for the electric, gas and water utilities. Upon completion of the AMI implementation, the position will take on the responsibility of AMI and associated business systems maintenance and optimal utilization of systems/data for the benefit of utility operations and customers. The position will be reporting to the Utilities Strategic Business Manager and will be leading a AMI project implementation team made up of staff across various CPAU divisions and City's IT Department.

During the implementation phase, this role will include managing the selection of AMI-systems vendors, vendor contracting, assembling an internal project team, and overall implementation management with assistance from the consultant project manager. Additional responsibilities will include working with the Utilities Director to lead organizational change management efforts and to identify staffing resources and training needs during both the AMI project implementation and the AMI program management phases.

### Ideal Candidate

- Proven Project/Program management and leadership skills and experience;
- In depth knowledge of AMI and smart grid technologies as well as good working knowledge with utility operational technologies such as CIS, GIS, OMS and Asset Management systems;
- Experience working on utility customer billing system is highly desired;
- A strong desire to create and nurture a performance-based culture that supports efforts to accomplish the organizational mission and goals. Actively contributes to a positive work environment;
- At least six years of program or project management experience. Minimum of three years of experience in AMI or equivalent system implementation or operational management;
- PMI Project Management Certification (PMP) and/or PMI Program Management Professional (PgMP) Certification highly desired;
- A degree in Engineering, Computer Science, Information Systems, or Business Administration or equivalent preferred.

### ESSENTIAL DUTIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Review and approve various work products by consultants, vendors and staff related to assigned projects.
2. Recommend and monitor progress toward goals and objectives related to the implementation of the AMI project; 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.

3. 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.
4. Plan and implement staff training and facilitate organizational change management.
5. Produce or guide the development of presentations and written documents for various target audiences. Provide regular and timely updates to the Utilities Advisory Commission, City Council, and other appropriate parties.
6. Research, compile and prepare reports and documentation on project activities; analyze project and develop corrective action; prepare periodic status reports.
7. Responds to requests for information from the general public, other internal departments, external agencies, the community, employees, and/or other interested parties.
8. Monitors compliance with applicable Federal, State, and local laws, ordinances, codes, rules, regulations, policies, and procedures.
9. Participates in the preparation and administration of division budget, which may include capital improvement program budgets; monitors and approves expenditures in accordance with applicable policies.

To review the City's Utilities Supervisor job classification, go [here](#)

**MINIMUM QUALIFICATIONS:**

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge and skills, which would typically be acquired through:

- High School Diploma, or G.E.D., and ten years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements:

Based upon area of assignment, some positions may require:

- Valid California Driver's License.

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**MISSION: The Government of the City of Palo Alto exists to promote and sustain a superior quality of life in Palo Alto. In partnership with the community, our goal is to deliver cost-effective services in a personal, responsive and innovative manner.**

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**Application Deadline:** Qualified applicants are encouraged to apply promptly: The City of Palo Alto reserves the right to close any recruitment without notice. Positions without a closing date may close at any time. Other recruitments may be limited to a specific number of applicants. Please read job announcements thoroughly for important information.

**Selection Process:** Application screening will be part of the selection process. Based on application screening, those candidates with the most relevant qualifications will be invited to an oral interview, which may include a written exam and/or practical exam.

**Accommodation:** Persons with disabilities who require special accommodations may contact the Human Resources Department at 650 329-2376.

**Resumes:** are welcome as attachments; however they are not accepted in lieu of a complete City application.

The City of Palo Alto is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender, age, national origin or disability.

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To Apply visit our website at [www.cityofpaloalto.org](http://www.cityofpaloalto.org)

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Position #201901275  
AMI / SMART GRID PROJECT MANAGER (UTILITIES SUPERVISOR)  
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**AMI / Smart Grid Project Manager (Utilities Supervisor) Supplemental Questionnaire**

- \* 1. How many years of Program Management experience do you have?
  - Less than 4 years
  - 4 to 6 years
  - 6 to 8 years
  - More than 8 years
- \* 2. Briefly describe your project management and AMI systems experience.

- \* 3. Briefly describe your experience making public presentations and/or working with boards and commissions.
  
- \* 4. Briefly tell us about your experience with utility operational technologies such as customer information systems (CIS), geographic information system (GIS), outage management system (OMS) and Asset Management systems.
  
- \* 5. Briefly describe your experience in building teams to implement projects and facilitating organizational change management.
  
- \* Required Question