City of Naperville
Employment Opportunity

Job Title:	**Project Manager – Utility Technology (9020)**
Closing Date:	When filled
Salary:	$73,966.77 - $95,375.64 per year
Job Type:	Full-Time
Location:	DPU-E Distribution & Engineering, 1392 Aurora Ave., Suite 100
Department:	Department of Public Utilities - Electric

Job Description:

The City of Naperville's Electric Department is seeking a Project Manager for Utility Technology to establish and maintain project plans ensuring technology projects are properly scoped, resources allocated efficiently and are completed on schedule. The Project Manager ensures that system and network maintenance/outages are properly communicated to all stakeholders and will work with utility technology hardware & software vendors to ensure adequate vendor support and proper coverage is procured. This role will ensure vulnerabilities discovered by the utility network security team are addressed by technical teams and/or placed on project plans to be remediated.

The anticipated hiring range for this position is $73,966.77-$95,375.64 per year, commensurate with credentials and experience. The Pay Grade for this position is P06. For additional information, please click here.

Responsibilities:

- Establishes and maintains a project plan for technology projects using a formalized process for project intake, defining project scope and objectives, allocation of resources, project milestones, and development of project schedule/work plan.
- Solicits regular status reports from project team, ensures internal teams adhere to project plan and adjusts plan as needed in case of project delays. Communicates changes to project plan to stakeholders as necessary.
- Measures project performance and conducts lessons-learned meetings to determine opportunities for improvement.
- Utilizes industry best practices, techniques, and standards throughout entire project execution.
- Coordinates application/network outages with individual teams and communicates system downtime with stakeholders. Ensures multi-section maintenance/upgrades are pre-planned with steps prescribed ahead of time. Ensures completion of each step with each technical team facilitating a project's progress.
- Responsible for gathering network/system/application outage information and sending notifications to stakeholders for downtime and restoration. Serves as liaison between end-user/stakeholder and technical teams during outages.
- Manages the DPU-E Support Ticketing system, ensuring tickets are addressed to the correct team. Follows up on unaddressed tickets that have not been closed out in an appropriate amount of time.
- Tracks vulnerability remediation tickets in DPU-E ticketing system to ensure they are resolved or placed on a project plan. Will follow up with technical teams on status of vulnerability until it has been remediated.
- Leads quarterly vulnerability meetings with management providing progress updates on vulnerabilities found, resolved, and unresolved. Notifies management of issues that need assistance to get resolved.
- Evaluates exiting DPU-E software/hardware to ensure Utility is using appropriate products for its system on a periodic evaluation cycle. Conducts preliminary meetings with sales teams to gather specifications and product costs before discussing with technical teams. Coordinates sales demos for software and hardware products with technical teams.
- Annually reviews Oracle and Microsoft licensing to make sure Utility remains compliant with proper licensing levels. Works with Smart Grid IT team during server/network upgrades to determine impact on licensing levels and adjusts licensing appropriately.
- Works with vendors, internal teams, and procurement department to renew contracts for 33+ annual renewals handled by the Utility AMI Section.
- Performs other related duties as assigned.

Qualifications:

Required
- A Bachelor's degree in Computer Science, Electrical Engineering, Business, or a related field.
- Three years of experience leading or managing projects and seeing projects through the full life cycle.
- Professional project management certification may be substituted for some of the required education and experience.
- A valid State of Illinois Class D driver's license.

Preferred

- Project Management Professional (PMP) certification.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 150,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

APPLY ON-LINE AT:
http://www.naperville.il.us/careers/

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.
[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.