



DIVISION: Corporate Services
TITLE: Project Manager, IT Projects
LOCATION: Folsom, CA
DEPARTMENT: Information Technology Projects

PRIMARY PURPOSE:

Under the general direction of the Director of IT Projects, develops plans and leads multiple IT projects. Provides timely development and communication of departmental work plans, actions and results that align with corporate goals and objectives. May oversee and manage all aspects of the project lifecycle for large or cross-departmental level projects.

ESSENTIAL JOB FUNCTIONS:

- Oversees all aspects of cross-department and/or major projects including development of scope, requirements, work breakdown structures, resources, schedules, budget risk, and communications to promote timely, cost controlled delivery of products and services of ISO's core business functions.
- Develops, communicates and provides guidance on policies, guidelines, and tools to ensure consistent project management methods across the organization.
- Develops and manages effective corporate measurements, tracking and reporting processes (e.g., POWER, correspondence tracking) to support and enhance company's ability to perform its core functions and meet corporate objectives.
- Develops and oversees maintenance of essential corporate reference and communication materials (e.g., Fact Sheets, PIRs) to keep all employees informed of corporate positions on major issues, and to ensure corporation speaks with a common voice and provides consistent information to management.
- May chair department meetings to disseminate information to other staff.
- Provides support to management in leading the Project Steering Committee and its activities to foster improved operational and strategic decision-making.
- Provides guidance and counsel to employees in the execution of project work to improve efficiency and effectiveness of development work efforts.
- Attends business meetings, and collaborates with ISO colleagues to develop "best practices" policies and procedures, and to identify and resolve issues to help create a flexible and efficient organization.
- Adheres to and supports the Core Values of the ISO.
- Performs related duties and activities as appropriate.

TYPICAL PHYSICAL REQUIREMENTS:

Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. Occasionally there may be a requirement to stoop or lift or handle material or equipment weighing up to 25 pounds. Requires normal manual dexterity and eye-hand coordination, and corrected vision and hearing to normal range.

WORKING CONDITIONS:

Located in a comfortable indoor area. Any unpleasant conditions would be infrequent and not objectionable. Most of the time is spent in general office or equivalent conditions which result in little or no exposure to injury or accident.

MINIMUM QUALIFICATIONS:

- **Level of Education**
A Bachelor's degree (BA, BS) or equivalent education, training and experience.
- **Discipline**
Computer Sciences, Management Information Systems, Business, Project Management or related field.
- **Amount of Experience**
Five or more years related experience.
- **Type of Experience**
 - Project management of large and small scale software development and IT infrastructure projects.
 - Management of multiple projects simultaneously
 - Business analysis and planning experience.

- Knowledge of utility industry very helpful.

- **Special Certifications of Technical Skills**

Project Management Certification desirable..

- **Other**

Proficient in the use of computer software including MS Office applications Must be able to work effectively in a team environment. Excellent communication and analytical skills required.

SALARY CLASSIFICATION:

- FLSA: Exempt
- Job Code: 24641
- Last Date Revised: 04.10.2008