

October 21, 2020

Illinois Power Agency Seeks Senior Project Manager

The Illinois Power Agency is seeking a Senior Project Manager.

This newly created position provides the opportunity for a highly organized, project management-oriented candidate to play a pivotal role in supporting the Illinois Power Agency's work to implement the state's Renewable Energy Portfolio Standard and the procurement of electricity for residential and small commercial electric customers in Illinois.

Demonstrated knowledge of project management fundamentals and proven experience applying key project management concepts and corresponding skills is required, including the development and implementation of detailed project workplans (i.e., documentation, schedules, resources, activities, key dates, milestones and deliverables).

The Senior Project Manager will be responsible for working across Agency programs and activities to ensure that the Agency has deployed the appropriate resources, that timelines and deadlines are met, and to assist in strategic planning. This will include the ongoing assessment and review of the Agency's staffing and use of outside consultants.

The Agency is currently working remotely due to the COVID-19 pandemic, but expects to return to its office in the Chicago Loop when Illinois reaches Phase 5 of the Restore Illinois Plan.

Please see the attached job description for more information on the position and qualifications.

For more information on the Illinois Power Agency, please see: www.illinois.gov/ipa

To apply, please send a cover letter, resume, and three professional references to ipa.contactus@illinois.gov.

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

ILLINOIS POWER AGENCY

POSITION DESCRIPTION

1. POSITION TITLE		2. AGENCY		3. WORK COUNTY	4. POSITION NUMBER	
Existing Position						
New/Revised Position Senior Project Manager		Illinois Power Agency		16	00000-00-00	
5. WORK LOCATION			6. TERM CODE		<input checked="" type="checkbox"/> ESTABLISH <input type="checkbox"/> CLARIFY <input type="checkbox"/> ABOLISH	7. EFFECTIVE DATE
Existing Position						10/21/2020
New/Revised Position Chicago						
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
	<ol style="list-style-type: none"> 1. Work with the Director and other members of Agency management to develop and manage Agency workplans to further advance Agency objectives. 2. Coordinate with Agency Program Managers, Procurement Bureau Chief, and other staff and outside consultants on creating, maintaining, and monitoring project plans, project schedules, work hours, budgets and expenditures. 3. Create and manage a project management calendar for all Agency projects and their respective objectives or milestones and deliverables. 4. Ensure project deliverables and deadlines are met. 5. Monitor industry trends and make recommendations for modifying Agency project management strategies, techniques, and best practices. 6. Organize, attend, and participate in project team and/or stakeholder meetings. 7. Document and follow up on important actions and decisions from meetings. 8. Prepare, as necessary, presentation materials for internal and external meetings. 9. Identify and assess project risks and issues and recommend solutions where applicable. 10. Provide project operational support as needed. 11. Other duties as assigned by the Director and/or other senior management members. 					
IMMEDIATE SUPERVISOR SIGNATURE			DIRECTOR SIGNATURE			DATE
						10/21/2020

9. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Director, Illinois Power Agency

10. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR

List position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies

11. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION.

Job Requirements:

- Bachelor's degree in business, or related field, or the equivalent combination of education and experience. Graduate degree preferred.
- Formal training in project management (e.g., Certified Project Management Professional).
- 5 or more years of experience managing government, non-profit, or private sector projects spanning all phases of project management (initiating, planning, executing, controlling, and closing).
- Demonstrated knowledge and experience applying project management concepts, including but not limited to project charters, work breakdown structures, network diagrams, Gantt charts, etc.
- Experience using project management tools such as MS Project, Primavera, or similar applications.
- Organized and detail-oriented with a strong ability to absorb and process information quickly.
- Excellent time management skills.
- Proficiency using MS Office 365 applications including Word, Excel, PowerPoint, and Outlook.
- Exceptional verbal, written and presentation skills.
- Ability to adapt to changing priorities and work effectively within a dynamic environment.

Desirable:

- Previous experience with state government, renewable energy issues, energy policy issues, or energy procurement or contracting matters is preferred.

The Senior Project Manager is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.