



Job Description

Project Director

The Project Director will be responsible for the overall management and implementation of the Pecan Street Project's Energy Internet Demonstration at Mueller. This position will require close collaboration with all stakeholders, including representatives from Austin Energy, the University of Texas, the City of Austin, Austin Technology Incubator, Environmental Defense Fund, the Department of Energy, National Renewable Energy Lab, Catellus, the Greater Austin Chamber and others.

Primary Responsibilities

- Lead the development of the Energy Internet Demonstration Project Plan, which includes project scope, objectives, work plan, timelines, and deliverables.
- Lead the execution of the Project Plan, including continual revisions to meet changing requirements.
- Provide timely progress reports to all stakeholders, which will entail regular meetings and reports to various groups, including the Executive Committee.
- Coordinate all activities with the Project's partners to manage resource allocation and ensure all Project deliverables are met.
- Ensure that project risks are mitigated through the use of appropriate risk management processes.
- Manage and implement project changes via accepted change management processes.
- Act as the primary liaison between the Technology Review Advisory Committee and the Project to understand and develop plans for new technology implementation.
- Work closely with the Technology Director to plan for and implement new technology trials.
- Manage the Project budget to ensure accurate tracking and reporting of financial information and provide this information to the Executive Director for use in financial reports.
- Work with the Executive Director and Executive Committee to evaluate the effectiveness of the Project's processes and controls.
- Public communications on project to key stakeholder organizations, community organizations and clean energy/smart grid industry gatherings

Experience

Ideal professional experience and personal attributes include:

- Project management experience, preferably in the electricity or technology sectors
- Bachelor's degree along with project management certification (e.g. PMP)
- Proficient in the use of project management software
- Experience managing staffs and project teams
- Experience leading multi-organization project teams, including teams with public sector and/or research university members

Professional Qualities

- *Leadership skills* – candidate should be able to motivate and lead various groups within the Project to deliver outstanding results.
- *Communication and relationship building skills* – candidate should be comfortable dealing with all levels of an organization, including delivering presentations to executive level audiences.
- *Teamwork* – candidate should be able to work effectively in a team environment.
- *Planning and organizational skills* – candidate should be able to manage multiple tasks and priorities in a fast paced and demanding work environment.