



Delaware Municipal Electric Corporation



<b>Job Title:</b>	Special Project Manager
<b>Department:</b>	N/A
<b>Job Classification:</b>	\$63,879 - \$88,264
<b>Schedule:</b>	Full-Time
<b>Exemption Status:</b>	Exempt
<b>Reports To:</b>	President & CEO

**Job Summary**

The Special Project Manager is responsible for the development and implementation of multiple projects and services that contribute to the accomplishment of the Company’s Strategic Objectives. This position is also responsible for on-going activities to promote, improve, and maintain the continued operational success of each project and service. The ideal candidate will be an excellent leader and will have experience in managing multiple projects to produce results in a timely manner. The position requires a self-motivated, technical individual with demonstrated experience in project management, and member relations. Timely and accurate communication with executive management, members, and external parties is a core requirement of this position.

**Essential Job Duties**

1. Responsible for the development, implementation, and management of special projects, including regular and timely updates, data gathering, and progress reports.
2. Manage communication and coordination of project activities between the Company and all involved parties, including member utilities, contract providers, and regulatory agencies, as applicable.
3. Provide support services and consulting to member distribution utilities relating to customer contacts, program reliability, and other issues as required. Support distribution of project information to board members and members utilities.
4. Evaluate current and proposed programs and procedures and recommend changes when necessary.
5. Research new and emerging innovative programs that could impact or benefit Members and provides updates and recommendations to executive management and various departments as needed.
6. Identify potential program risks/weaknesses and act to institute required process steps to eliminate and/or mitigate the impacts of potential risks.
7. Develop processes, procedural controls, and implementation mechanisms for achieving and sustaining compliance with project schedules and program policies.
8. Develop budgets and project plans for proposed programs and services.
9. Monitor projects and oversee progress to ensure goals are met within prescribed timelines.
10. Meet with key stakeholders and individuals to discuss program status and goals.
11. Work with marketing and communications to promote new programs and initiatives and educate users.

*Special Projects Manager  
Adopted 4/19/2022*



12. Develop and adhere to all team related budgets.
13. Formulate, organize, and monitor inter-connected projects.
14. Lead and coordinate activities and communications with all involved internal and external parties.
15. Manage the storage of project documentation.
16. Collaborate with Subject Matter Experts (SMEs) to prepare responses to requests for information.
17. Track, calculate, and report program performance and margin metrics.
18. Keep informed of current developments in the field of public power distribution operations, particularly new legislation, recent court decisions, administrative decisions, professional trends, and technological advances that might affect member operations.
19. Prepare and report to internal and external parties, as necessary.
20. Perform other duties as assigned.

## Other Job Duties & Responsibilities

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## After Hours Responsibilities

The incumbent in this position must have the ability to work additional hours, including weekends and evenings as occasionally required with or without significant prior notice.

## Minimum Education and/or Experience

1. Bachelor's degree from an accredited university in project management or related field.
2. Five (5) years of relevant and progressive responsibilities and experience or any other combination of experience and training which provides an equivalent to the minimum desirable employment standards.
3. Knowledge of electric utility distribution systems preferred.

## Required Qualifications (Knowledge, Skills & Abilities)

*Specific knowledge required to satisfactorily perform the functions of the position include:*

1. Strong knowledge of and experience in managing projects from concept to completion.
2. Knowledge of resources to find new and emerging innovative programs.
3. Knowledge of processes, procedural controls, and implementation mechanisms for achieving and sustaining compliance with program policies.
4. Knowledge of how to develop and control budgets for projects and services.
5. Knowledge of risk and resource management.



***Specific skills required to satisfactorily perform the functions of the position include:***

1. Excellent planning, project management, prioritization, organizational, database management, and procedure writing skills are required.
2. Excellent interpersonal skills, including the ability to facilitate, coordinate and lead work teams, and resolve interpersonal issues. Must be a consummate team player.
3. Strong working skills in computer technology including Microsoft Office Suite, with advanced Excel skills.
4. Excellent verbal and written communication skills including proofreading.
5. Self-starter who is motivated, proactive, professional, and driven by a positive action-oriented approach.
6. Highly accurate with an attention to detail that can stand up to the scrutiny of internal and external audits.
7. Highly reliable and responsible while demonstrating sound judgement, integrity, thoroughness, discretion, and dependability with a strong work ethic.
8. Excellent research, analytic, and deployment skills.

***Specific abilities required to satisfactorily perform the functions of the position include:***

1. Ability to quickly learn Company policies and procedures.
2. Ability to use verbal and written communication skills to explain business concepts to staff, Members, and external stakeholders.
3. Ability to act and conduct tasks in an ethical and professional manner.
4. Ability to perform duties both independently and as part of a team, with sound judgement and initiative.
5. Ability to comprehend and prepare clear, concise, complex reports.
6. Ability to multi-task in a dynamic environment while working on multiple projects concurrently and properly prioritize tasks in a timely manner to meet deadlines.
7. Ability to respond to unplanned and high stress organizational situations calmly, quickly, and efficiently and to work in potential high stress situations for extended periods of time using critical thinking and problem-solving skills.
8. Ability to establish, build, and maintain effective working relationships with state, regulatory agencies, engineers, consultants, DEMEC staff, and DEMEC Members.
9. Ability to maintain confidential information.
10. Ability to build consensus positions and communicate clearly and effectively on a high level.
11. Ability to evaluate relevant information, conduct, appropriate analyses, and interpret the outputs to assess performance and influence business decisions; search for best solutions and respond quickly to new challenges.
12. Ability to remain positive in new or complex situations, manage change effectively, move between tasks without having to finish each one, consider the best alternatives when all of the information is not readily available, and be comfortable with level of risk and uncertainty.
13. Ability to secure and compare information from multiple sources to identify business issues, recognize the need for additional information and asks questions to obtain it, commit to an action after weighing alternative solutions against important decision criteria, include others in the decision-making process as warranted to obtain good information, make the most appropriate decisions, and ensure buy-in and understanding of the resulting decisions.



14. Ability to take prompt action to accomplish objectives and achieve goals beyond what is required.
15. Ability to assume personal responsibility for organizational achievements, challenge others to do the same, champion for quality and timeliness, and persist despite obstacles.
16. Ability to expand knowledge in a fast-paced industry and field.
17. Ability to successfully pass a State of Delaware background test.

## Physical / Environmental Demands

1. Requires the use of standard office environment.
2. Incumbent frequently sits, walks and stands for an extended period of time.
3. Must be able to lift and carry related materials or parts of at least 25lbs while adhering to safety standards.
4. Must be able to lift materials overhead to complete job tasks as needed.
5. Must be able to type on a keyboard, use a mouse, and view monitors for an extended period of time in an administrative setting.

## Certificates / Licenses / Registration

1. Requires a current valid driver's license with no outstanding violations.
2. Requires adequate personal and vehicle insurance as specified in the Employee Handbook.

## Special Requirements / Company Culture

The Delaware Municipal Electric Corporation requires that all employees must consistently demonstrate their ability to be professional, courteous, and competent in all their interactions with the public, members, and fellow employees.

## Equal Employment Opportunity Statement

DEMEC is an Equal Opportunity Employer. DEMEC does not discriminate on the basis of race, religion, color, sex, gender, identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or other basis covered by appropriate law. All employment is based on qualifications, merit, and business need. Women, minorities, disabled individuals, and veterans are encouraged to apply.

## Signature:

Please note that this job description is intended to describe the general nature and level of work being performed by the employee(s) assigned to this job. The content contained therein is not intended to represent an exhaustive list of all duties, responsibilities, and activities required. Duties, responsibilities, and activities may change at any time, with or without notice, and additional work may be assigned as appropriate.

# DEMEC

Delaware Municipal Electric Corporation



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job related disability, or any other legally protected status.

Reviewed and Approved by  
Supervisor

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(Print Name)

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(Signature)

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(Date)

Current Incumbent

\_\_\_\_\_

(Print Name)

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(Signature)

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(Date)

Date Job Description Created: 4/11/2022  
Date Job Description Approved: 4/19/2022  
Date of Most Recent Review:  
Date Job Description Amended:

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Adopted 4/19/2022*