



NOTICE OF JOB OPENING

Senior Project Manager

1 Opening
(External & Internal)

Opening Date: 8/19/2022

Closing Date: Until Filled

Classification: Grade 6, Exempt (\$86,052 Annually)

Summary of Job Duties and Responsibilities The SENIOR PROJECT MANAGER plans, budgets, and oversees all aspects of major software implementation projects and major continuous improvement initiatives; collaborates with the Information Technology (IT) Governance Committee and executive staff to prioritize and coordinate execution of IT improvement projects; provides direction and supervision to the software implementation teams; helps drive a process improvement culture; subject to call; performs other essential duties as deemed necessary.

Knowledge, Skills, and Abilities:

Knowledge of advanced software system implementation
Knowledge of current data processing systems design and analysis
Knowledge of contract development/administration
Knowledge of computerized maintenance management software
Knowledge of supervisory and management procedures and practices
Knowledge of algebra and basic mathematical functions
Knowledge of life-cycle project management on water or electric utility projects
Knowledge of planning and management of project budgets, cost analysis, and reporting
Knowledge of people management and leadership skills, including coaching, supervision, staffing, and conflict management
Knowledge of MS Project, Excel, Word, Power Point, and Visio
Knowledge of human resources management principles and practices
Knowledge of asset management principles
Knowledge of short- and long-range planning
Knowledge of budgeting
Ability to understand basic programming methods and concepts
Ability to understand computer operations
Ability to understand packaged software and web-based solutions
Ability to understand network and programming principles
Ability to plan, schedule, and coordinate project to meet priorities of the executive team
Ability to design and implement information systems
Ability to organize and supervise the work of others
Ability to build coalition and create consensus among diverse groups
Ability to effectively prioritize and work with multiple priorities
Ability to accept increasing levels of job responsibilities over a wide range of subject matters
Ability to manage a major project independently while working closely with supervisors and senior management to keep them fully aware of project progress and developments
Ability to write clear and concise reports and to develop and make effective presentations
Ability to read, interpret and ensure compliance with local, state, and federal regulations
Ability to plan, organize, oversee, instruct, and direct work activities of others
Ability to maintain positive communications and effective working relationships with customers, public and private sector organizations, consultants, vendors, and employees
Ability to coordinate work with and through others, within and outside the utility, including other departments, businesses, government officials, etc.
Ability to analyze data, problems, and procedures, and recommend solutions
Ability to develop and oversee achievement of operational goals
Ability to operate menu driven computer
Ability to develop and present training programs
Ability to evaluate the effectiveness of programs and activities
Ability to maintain professionalism and tactfully respond to questions, concerns and complaints from employees, customers, officials, etc.
Ability to utilize computer software programs
Ability to maintain and report information accurately and in a timely manner
Ability to effectively develop and document programs, policies, and procedures
Ability to communicate and enforce employee policies, procedures, etc.
Ability to proofread and edit accurately
Ability to demonstrate excellent attention to detail
Skilled in written and oral communications with excellent written and verbal communication skills
Excellent project management skills

Minimum Qualifications

Bachelor's Degree in project management, information technology, business, engineering, or related area.
Minimum of three (3) years of project management experience or five (5) years of work experience on software system implementation team(s).

Preferred Qualifications

Six (6) to eight (8) years of work experience implementing advanced software systems, including five (5) years of project management experience including budgetary responsibility; or an equivalent combination of education and experience as determined by Central Arkansas Water.

Certified Project Management Professional (PMP)[®] or extensive experience managing software implementation projects. Must acquire PMP certification within one year of hire.

Knowledge and understanding of the utility industry

Experience in software conversion or software implementation projects

Special Qualifications

Must pass a criminal background check.

Must have a valid Arkansas Driver's License.

Must have good driving record.

Must maintain a personal telephone due to subject to call out.

Must be high-performing, innovative, values-driven, informed, and passionate individual.

Work Conditions

Works in heated and cooled typical office environment

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

All forms, including resume, must be completed, and returned to Human Resources or emailed to Careers@carkw.com to be considered for the position

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, based on race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.

www.carkw.com

We support diversity, equity, and inclusion in our workplace.



APPLICATION FOR EMPLOYMENT CENTRAL ARKANSAS WATER

An incomplete or illegible application may jeopardize your opportunity for employment. Because eligibility to compete for positions is based on a review of your application and since only information provided will be evaluated, be certain that you complete all items as fully and accurately as possible.

NAME _____ DATE _____
LAST FIRST MIDDLE

STREET ADDRESS _____ HOME PHONE _____

CITY STATE ZIP

BUSINESS PHONE _____

CELL PHONE _____

ARE YOU A CITIZEN OF THE UNITED STATES OR ARE YOU LAWFULLY ELIGIBLE TO BECOME EMPLOYED IN THE U.S.?

YES NO (Proof of U.S. citizenship or immigration status will be required if employed)

POSITION YOU ARE APPLYING FOR _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME TEMPORARY SUMMER PART TIME

DATE AVAILABLE _____ SALARY REQUIREMENTS \$ _____

WHERE DID YOU HEAR ABOUT THIS OPENING? NEWSPAPER JOB LINE EMPLOYEE REFERRAL OTHER _____

*****LIST PREVIOUS EMPLOYMENT, BEGINNING WITH THE LAST*****

FROM DATE (Mo/ Yr)	TO DATE (Mo/ Yr)	NAME AND LOCATION OF EMPLOYER	SUPERVISOR	YOUR JOB	REASON FOR LEAVING	FULL OR PART TIME

TYPE SCHOOL	NAME & ADDRESS	GRADUATED?	PRIMARY COURSES OF STUDY	
HIGH SCHOOL	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
BUSINESS OR TRADE SCHOOL				
COLLEGE			Major:	Degree:
			Minor:	
GRADUATE SCHOOL			Degree:	
CORRESPONDENCE COURSES OR SPECIAL TRAINING				

Excluding those which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status, list any professional, trade, business or civic organizations with which you are associated:

List professional, business or trade licenses held, awards or special recognitions received:

LIST THREE WORK-RELATED REFERENCES:

NAME	OCCUPATION	EMPLOYER	PHONE #	ASSOCIATION <small>(Peer vs. supervisor)</small>

Have you previously been interviewed for a position with Central Arkansas Water? If yes, provide positions and dates:

Have you ever been employed by Central Arkansas Water? If yes, provide position, dates, and reason for leaving:

* Do you understand the physical and mental requirements of the job for which you are applying? Yes No

* Are you able to fully and completely perform all functions, duties and responsibilities of the particular job for which you are applying with or without an accommodation?

Yes No If no, please provide an explanation: _____

* **The Americans With Disabilities Act of 1990 prohibits discrimination against a qualified individual with a disability.**

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Central Arkansas Water embraces a diverse and inclusive environment. As an Equal Opportunity Employer, all applicants who meet the stated qualifications will be considered for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. CAW is also committed to compliance with all fair employment practices.  
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• I, _____, understand and voluntarily agree that Central Arkansas Water (or an investigative bureau of your choice) may check any references or other information provided on this application form by me. Further, I hereby give consent to any and all current and prior employers of mine, or educational institutions I have attended, to provide information to Central Arkansas Water with regard to my employment with current or prior employers or my educational background. I understand and accept that your employment decision may be based upon information furnished by me or obtained through the verification process. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to make copies of documents related to my employment, which shall have the same effect as the originals.

Signed: _____

Date: _____

- I understand and agree that if I am offered and accept a position with the Central Arkansas Water, that the position is not for a specific period of time, and I agree that I will be an employee at will and this arrangement can be terminated at any time by myself or Central Arkansas Water, with or without notice.
- If employed by Central Arkansas Water, I agree to abide by its rules and regulations.
- I understand and agree to examinations and testing, including a pre-employment physical, criminal background check, and drug screening, considered necessary by Central Arkansas Water at any time, at the option of the Utility and at no personal expense to me. I authorize the examining physician or organization to disclose to Central Arkansas Water or its representatives the results of such examinations, tests, or background information. I understand Central Arkansas Water will limit such information only to those individuals who have a need to be informed of such.
- I understand that, unless I am notified by Central Arkansas Water otherwise, this application will be considered only for the position I designated on this application form. I understand that in order to be considered for other available positions with Central Arkansas Water, I will need to complete a separate application for each position.

I hereby affirm that my answers to the foregoing questions are true and correct, and I understand that misrepresentation or omission of facts called for in this application may be cause for disqualification for consideration of the position, or if employed by Central Arkansas Water, immediate dismissal without notice.

Signature of Applicant

Date



EQUAL OPPORTUNITY EMPLOYER

221 East Capitol Avenue * PHONE (501) 377-1251 * LITTLE ROCK, AR 72202

EMPLOYEE BENEFITS INFORMATION (Full Time Employees Only)



Compensation

- Competitive Compensation
- Generous Paid-Time off, Paid Holidays, Discretionary Time, Overtime for non-exempt staff
- Pension Plan (APERS)
- Deferred Compensation Plan
- Saving Plan
- Utility-Paid Life Insurance
- Short-Term Disability and Additional Life Insurance Coverage options
- Utility-Paid Long-Term Disability
- Accident, Critical Illness, Hospital Stay Pay and Identity Theft coverage options
- Credit union membership
- Uniforms provided (as required by position)
- Annual Work Boot Allowance (as required by position)
- Public Student Loan Forgiveness Eligible Employer
- Generous Retiree Benefits
- Performance Evaluation six months after hire and after twelve months. Each evaluation has the opportunity for a merit increase. Annual evaluations thereafter with the opportunity for merit increase.
- Annual Pay Plan increase (as approved by CAW's Board of Commissioners)



Health & Wellbeing

- Utility-subsidized individual and family health care coverage options with Rx Plan
 - PPO – 96% employee premium paid by Utility
 - HDHP- 100% employee premium paid by Utility
- HAS – Utility funded based on HDHP coverage option
- FSA
 - Medical
 - Dependent Care
- Dental – 100% employee premium paid
- Vision
- EAP – Utility-paid
- Remote Work (position eligibility applies)
- Paid Family Bereavement Leave, Emergency Leave, Military Leave, COVID vaccine time, Blood donation, Jury Duty
- Utility Paid Rehabilitation for Drug or Alcohol Abuse
- Special Interest Employee Committees
- Various Employee Recognition Programs
- Compressed Work Schedule (available for most positions)
- HIVIP (High-Performing, Innovative, Values-Driven, Informs and Passionate) culture
- Safety Program



Professional Development

- 100% Tuition Reimbursement
- Utility support for industry licenses
- Utility-paid professional memberships
- In-house training and development program CAWU
- Employee Perks and Discounts (automotive, banking, cellular, dining, education, fitness, home improvement, office supply and misc.)
- Financial Planning
- Internal Promotion Opportunities
- Employee-led, Executive sponsored, Diversity, Equity and Inclusion Team and Initiatives



Community

CAW takes our commitment to be involved seriously. Our team members can always be found in a neighborhood, at a community event, fundraiser or educational initiative promoting quality of life, exceptional service and science, technology, engineering, and mathematics (STEM) education.