



DES MOINES WATER WORKS
invites applications for the position of:

Special Projects Coordinator

SALARY: \$32.10 - \$42.69 Hourly
\$66,764.39 - \$88,796.64 Annually

OPENING DATE: 02/21/23

CLOSING DATE: 03/05/23 05:00 PM

JOB SUMMARY:

Under the general supervision of the CEO & General Manager, coordinates special projects and provides support for the Office of the CEO. This position may require time dedicated to activities outside of the office and will work a schedule that occasionally includes evenings.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Oversee utility-wide DMWW-sponsored programs, including William G. Stowe Citizen Water Academy, Clean Water Support program, tours of plant operations, community presentations, etc.
- Evaluates outcomes of DMWW-sponsored program efforts and works to improve delivery in subsequent years.
- Coordinates broader, utility-wide special projects that involve multiple internal and external stakeholders, such as implementation of the strategic planning initiatives, to ensure the projects are executed on time and on budget; plan and designate project resources, monitor progress, collaborate with public relations and communication consultant, and keep stakeholders informed throughout the process.
- Coordinates and collaborates with senior management on strategic plan and monitors accomplishment of goals.
- Leads multi-functional, cross-departmental project teams that consist of employees from all levels of the organization.
- Plans, organizes, and executes events related to the Office of the CEO.
- May require time dedicated to activities outside of the office and will work a schedule that occasionally includes evenings.
- Performs other duties of a similar nature.

QUALIFICATIONS:

Education:

Bachelor's Degree in public or business administration or communication-related field

Experience:

At least three years support and coordination experience; significant project-management coordination experience involving internal and external stakeholders;

additional experience may be substituted for required education.

Licenses/Certifications:

Valid Iowa driver's license with a good driving record.

PREFERRED QUALIFICATIONS:

At least three years of experience in public relations, as well as experience in diffusing communication, outreach, and public relations internally and externally. Experience with project management.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

- Occasionally lifts 10 lbs.

Des Moines Water Works is an Equal Opportunity Employer

The selection process consists of an evaluation of education and experience, an interview, completion of selected assessments and completion of a criminal background check, which includes a sex offender registry check. The selected Des Moines Water Works candidate must also be able to pass a pre-employment drug screen and physical.

E-Verify Process:

Des Moines Water Works participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security(DHS),with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with Des Moines Water Works must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documents as soon as possible after the job offer has been made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-283-8701.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.dmww.com/careers>

Position #1-2418-23
SPECIAL PROJECTS COORDINATOR
RB

2201 George Flagg Parkway
Des Moines, IA 50321
515-283-8717

employment@dmww.com

Special Projects Coordinator Supplemental Questionnaire

- * 1. What has been the most challenging project you have coordinated to date? How were you able to complete that project?
- * 2. Deadlines are a crucial part of your job. How do you intend to keep your team (or yourself) on schedule?

- * 3. How do you get project teams to adhere to budgets and timelines and other standards? How do you track this information?

- * 4. What experience do you have working with both internal and external stakeholders on a project?

* Required Question