

JOB ANNOUNCEMENT

POSITION: Business and Development Relations Manager
DIVISION: Public Affairs
SALARY: TBD

FLSA: Exempt
POSTED: May 17, 2018

APPLICATION DEADLINE: Until Filled

SUMMARY:

The Business and Development Relations Manager is responsible for strategically engaging and educating the business and real estate development communities regarding the Pittsburgh Water and Sewer Authority's relevant activities and policies. The individual will serve as the primary liaison to external stakeholders seeking large-scale permit and design approvals from PWSA. The position is responsible for managing and improving internal processes to ensure PWSA provides high quality service to business and development customers, as well as collaborate with relevant City of Pittsburgh departments. The position is also responsible for advancing PWSA's mission to be customer-focused and responsive to the public. In addition, the Business and Development Relations Manager will serve as the public face of PWSA at relevant industry and business events. The position will also assist in advancing the Authority's contractor diversification and Minority/Women/Service-Disabled Veteran-owned business compliance activities.

DUTIES/PRIMARY RESPONSIBILITIES:

- Promotes and improves the performance of development and business services. Identifies opportunities to promote PWSA's development services and publicize success.
- Assist in preparation and delivery of presentations to the public and the PWSA Board of Directors on development related issues.
- Represent the Authority by actively participating in relevant associations and public events.
- Serve as lead intergovernmental liaison for assigned projects and programs.
- Monitor development budgets and schedules for development projects of varying scope and complexity.
- Collaborate with PWSA Finance and Engineering departments to accurately project development related revenue.
- Compile, review, and analyze data. Prepares reports relating to development and growth in the City of Pittsburgh. Regularly disseminate development related reports to stakeholders.
- Coordinate internal Engineering and Legal resources to facilitate project delivery.
- Monitor changes in the laws related to utilities that affect the PWSA budget and operations.
- Under supervision of the Senior Manager of Public Affairs, develop communications strategies and plans related to PWSA's business and development services.
- Performs other duties as assigned by the Senior Manager of Public Affairs

COMPETENCIES:

- Excellent written and oral communicator comfortable presenting to small and large groups.
- General knowledge of engineering and project management practices related to planning, design, and construction in urban areas.
- Knowledge of local municipal utility/agency procedures, policies, operations and key stakeholders.
- Ability to support systems analysis, strategic planning, and organization development processes.
- Strong interpersonal skills to cultivate positive relations with other departments, agencies, consultants, and the public and to facilitate collaborative planning processes.
- Familiarity with strategic communications best practices.
- Comfortable working in a fast-paced and evolving work environment.

EDUCATION AND EXPERIENCE REQUIREMENTS:

To be considered eligible for this position, the application must clearly show a bachelor's degree in Public Administration, Urban Planning, Facilities Management, business, or related field from an accredited college or university. Ideal applicants will have at least 8 years of relevant professional experience.

GENERAL REQUIREMENTS:

Applicant must become domiciled within the City of Pittsburgh at time of appointment and remain domiciled within the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment. The position may require evening and weekend hours. Applicant must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

PHYSICAL DEMANDS:

The physical demands described here are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATIONS:

Available in the Human Resources Department, 1200 Penn Avenue, Pittsburgh, PA 15222 or online at www.pgh2o.com. Please send the application, resume and cover letter to hr@pgh2o.com.

You may be considered for other available positions based on qualifications provided on your employment application.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.