



JOB ANNOUNCEMENT

POSITION: Sr. Manager- Performance
DIVISION: Finance
SALARY: TBD
FLSA: EXEMPT

POSTED: October 2, 2019
APPLICATION DEADLINE: 4:00p.m.
November 30, 2019

SUMMARY

The Performance Manger will work with internal stakeholders to support the planning and initiation of performance metrics, analyze and use data to formulate recommendations, and build capacity among internal stakeholders to plan, track progress, and use metrics to drive decision-making. This position will work closely with all departments, the Board of Directors, and Executive Team to maintain the goals set forth for the organization, and to maintain or improve the efficiency and effectiveness of the Authority's activities, processes, and procedures. This position resides in the Department of Finance.

DUTIES

- The position provides support and assistance to reporting and monitoring of key activities for internal management, the Board, regulatory agencies, and the public.
- Ensure effective liaison and collaboration with all departments and department leads regarding performance issues and developments.
- Reporting all final data, metrics, goals, performance trends and benchmarks with the Director of Finance for final approval prior to submitting any reports to internal management, Board, regulatory agencies and public.
- Analyze daily, monthly, and annual data to determine trends, needs, and successes.
- Support improvement of performance by tracking key metrics and assist with adjusting processes.
- Utilizes best practices and data to drive methods when making recommendations.
- Create and update policies, practices and administrative procedures in support of Authority-wide performance management work.
- Ensure that policies are reviewed in a collaborative way with staff as appropriate, approved, and distributed to achieve awareness and compliance.
- Ensure that performance and monitoring information is gathered and submitted in the correct format and within time frames to enable effective decision making at leadership and executive level.
- Ensure annual standards and team plans are developed for each service delivery area that captures the organizational objectives and enables directors to manage their departments effectively. Ensure review throughout the year and assist with changes where required.
- Create, update, and distribute monthly reports and recommendations for the Board of Directors and Executive Team.
- Track and improve the Authority's program goals and metrics of contractor diversification and Minority/Women/Service Disabled, Veteran-owned business compliance.
 - Maintain database of MWDBE firms.
 - Attend outreach events such as SPEO, MWDBE Governmental Committee, AACCP, etc.
 - Attend pre-bid meetings to explain equal opportunity policy to prospective bidders.
 - Track and manage MWDBE participation on all PWSA contracts.
 - Follow-up with contractors/consultants that have not met their MWDBE commitments.
 - Find opportunities for majority and minority firms to collaborate.
 - Develop and provide content for social media outreach and website.
 - Develop programs to increase participation such as workforce development, mentorships, etc.
 - Develop workflows, processes, dashboards, and reports necessary for tracking MWDBE participation percentages, dollar amounts commitment per project, amount spent, and amount remaining.
- Performs other related tasks and duties as assigned or required.

KNOWLEDGE/ABILITIES

The successful applicant shall exhibit and/or demonstrate adequate knowledge of the relevant functions of the position including leadership, business improvement, performance auditing, and change management. Must exhibit effective written and verbal communication skills. Confident and skilled in working independently and proficient in functioning in a team environment is desired.

GENERAL REQUIREMENTS

Successful candidate must become domiciled within the City of Pittsburgh at the time of appointment and remain domiciled with the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment.

Applicants must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License at time of appointment or prior to appointment. A valid driver's license must be maintained throughout employment.



Pittsburgh
Water & Sewer
Authority

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EDUCATION AND EXPERIENCE REQUIREMENTS

- Education: The application must clearly show a Bachelor's Degree from a fully accredited institution in business administration, management, or a related field.
- Experience: The application must clearly show two (2) years of full-time experience in performance management, auditing, strategic planning, or a related field.

PHYSICAL DEMANDS

The physical demands 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

Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Department, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, PA 15222 or via email 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 on the basis of 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.