

**LOUISVILLE METROPOLITAN SEWER DISTRICT
invites applications for the position of:**



Innovation Program Manager / Grade 21

SALARY: \$37.98 - \$59.82 Hourly
\$78,998.40 - \$124,425.60 Annually

OPENING DATE: 10/26/21

CLOSING DATE: 11/08/21 11:59 PM

JOB SUMMARY:

Assists in the development, management, and promotion of MSD's innovation program elements and initiatives. Supports company-wide innovation through exploration of industry practices, communication both internally and externally, and collaboration with strategic partners and departments. Actively supports business units with overall idea management (submittal, development, and tracking) and implementation of new products, service offerings, and operational improvement initiatives. Actively assists Chief Innovation Officer (CINO) and Innovation Team with identifying, evaluating, and pursuing opportunities related to new business lines, innovative technology, regionalization, and economic development. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Provides programmatic management and support to the CINO and Innovation Team members. Serves as a champion and point of contact for innovation progress and communications throughout the organization. Maintains knowledge of new technologies, innovative services, and industry trends by attending workshops, reviewing professional publications, establishing personal networks, and actively participating in key professional associations. Establishes and maintains relationships with internal and external clients, vendors, and strategic partners as it pertains to MSD's innovation efforts. Manages process to identify, review, assess, develop business cases for, and pursue new ideas. Oversees and leads multi-disciplinary teams in the review, development, and piloting of innovative ideas. Assists in the development of evaluation tools and progress reporting for pursued initiatives. Performs analysis on key data and utilizes performance metrics to develop and provide reports to the MSD Board, Executive leadership, Innovation Team, and other key stakeholders. Supports the CINO with administrative duties, team coordination, database management, and internal/external communications. Manages Innovation team mailbox/email. Manages Idea Management Database (idea collection, categorizing, sorting, tracking, and archival). Keeps Innovation Intranet page up to date with viable content. Manages Communications Calendar and coordinates with the Communications Department and the Innovation Team.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:

Knowledge of project management techniques and tools; skill in successfully implementing large-scale projects or programs (preferably those innovative in nature); skill in executing complex strategic and operational initiatives; skill in decision-making, long-term planning and

organization; skill in critical thinking and problem solving; skill in oral and written communication; skill in operating a PC and associated Windows environment software (e.g. Microsoft Office Suite); skill in exercising tact and diplomacy; ability to influence participation and decisions from persons they do not manage; ability to build relationships through collaborative partnerships; ability to guide and energize others to embrace new opportunities arising from change; ability to develop and strengthen networks and relationships, both inside and outside the organization; ability to cultivate a climate of motivation, positive energy and meaning in work; ability to inspire strong organizational performance through periods of transformation, ambiguity and complexity; ability to exercise judgment and discretion; ability to research problems and initiate solutions; ability to gather, analyze and interpret data; ability to manage multiple priorities; ability to plan and organize work effectively; ability to work under heavy surges in workload and deadline pressure; ability to work 24 hour emergency response, various shifts and weekends; ability to be courteous and helpful under pressure.

MINIMUM REQUIREMENTS:

Bachelor degree in business, marketing, engineering or a related field; five or more years of experience in project management, program management, innovation, research and/or operations management; an equivalent combination of education and experience may be substituted. Masters of Business Administration (MBA) or graduate degree in a related field preferred. Project Management Professional (PMP) certification preferred. Must possess a valid driver's license. Must have safe work and driving habits.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.louisvillemsd.org>

Position #21-126
 INNOVATION PROGRAM MANAGER / GRADE 21
 DH

700 W. Liberty Street
 Louisville, KY 40203

hr@neogov.com

Innovation Program Manager / Grade 21 Supplemental Questionnaire

- * 1. Do you have utility experience? If so, please briefly describe.

- * 2. What is your highest level of education completed?
 - No H.S. diploma or GED
 - High School Diploma or GED
 - Some college, no degree
 - Associate Degree
 - Bachelor Degree
 - Master's Degree
 - Other Graduate Degree

- * 3. Do you have project or program management experience? If so, please briefly describe.

- * 4. Do you have experience in the water sector?
 - Yes No

- * 5. Please briefly describe your experience specifically related to innovation?

- * 6. Have you served in a role that required collaboration throughout the organization?

- * 7. Do you have five or more years of experience in project management, program management, innovation, research and/or operations management?
 Yes No

* Required Question