



**Job Title:** Program Management Analyst

**Date Posted:** 7/5/2023

**Location:** Virtual and Client Site (periodically)

**Type:** Full Time

**Reports to:** EVP Operations

**Description:**

The Program Management Analyst is responsible for delivering on key tasks and deliverables critical to the successful implementation of an Advanced Metering Infrastructure (AMI) solution for a major West Coast Utility. This Program is a multi-year endeavor that will provide the selected candidate a chance to learn, grow and gain more responsibility within a major Program working alongside industry subject matter experts.

The Program Management Analyst will work with the existing VASS Solutions team and will report to a VASS Solutions Executive Consultant in the implementation of these services. The Team is looking for someone who is able to work independently, be insightful and look to build positive working relationships within/out of the Program. Success in this role is dependent upon the satisfaction of the Client. The Program Management Analyst is expected to develop positive, collaborative relationships with clients and to represent VASS Solutions, our brand, and our offerings in a positive manner to customers and to the general public alike.

If you're interested in working with an agile smart utility consulting company, please submit your resume and cover letter to [careers@VASSsolutions.com](mailto:careers@VASSsolutions.com).

**Duties and Responsibilities:**

- Assist with management of scope and requirements.
- Track and update an integrated master schedule and associated deliverables.
- Report out on a weekly basis the achievement of program goals and deliverables and the timeliness of vendors.
- Assist with the development, versioning, organization and management of program documents including:
  - Meeting minutes
  - Presentations
  - Schedules
  - RAID (Risk, Assumptions, Issues and Dependencies) log
  - Fiscal reports
  - Deployment reports
  - Safety reports
  - Key performance indicators (KPIs) reports



- Build relationships with clients and prospects through demonstration of in-depth knowledge and understanding of specific client needs.
- Promote VASS Solutions' services and partnerships.
- Present at customer meetings, seminars, trainings, and webinars as required.
- Achieve complete Client satisfaction with VASS Solutions.

#### **Skills/Qualifications Desired:**

- Minimum 10 years overall industry experience including demonstrable smart grid related project implementation services.
- Technical Associate's degree or Technical Bachelor's degree
- A positive outlook and ability to work with others to get tasks completed
- Ability to analyze situations and provide feedback
- Familiarity with MS Office Suite (including MS Visio and Project)
- Basic database querying skills a plus
- Developed problem solving skills
- Logical and critical thinking skills
- High personal accountability and self-motivation
- Excellent communication skills (Verbal, Written and Presentation).

#### **Metrics/Measurements:**

- Customer satisfaction.
- Quality and timely deliverables.

#### **VASS Solutions Overview:**

VASS Solutions is an AMI and smart utility professional services company that focuses on municipal, cooperative, and IOU utilities providing electric, gas and water services. VASS Solutions provides AMI and Smart Utility professional services for the lifecycle of electric, gas and water utility initiatives. VASS Solutions' delivers subject matter expertise built upon the diverse utility, vendor and professional services backgrounds of its experienced, team-oriented principals.

VASS Solutions tackles the tough situation. VASS Solutions' consultants "git-er-done". VASS Solutions listens to clients, understands client needs, and solves client problems with adaptive and creative solutions to fit each individual need.

Clients are why we exist. By employing highly capable, team-oriented individuals with proven industry knowledge and demonstrated ability to build sustaining Client partnerships, VASS Solutions provides our Clients with superior opportunity for success. Our goal is to exceed the expectations of our Clients, earn their respect, and become their "trusted advisors" and partners. Providing outstanding value to our Clients is at the core of VASS Solutions

VASS Solutions is an equal opportunity employer.