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**Job Title:** Director of Enterprise PMO**Job Status:** Full-Time**Department:** Choose an item.**Job Grade:** 612**Reports To:** Chief Administrative Officer**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** Click or tap to enter a date.**Location:** Main Office

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## Position Summary

The Director of Enterprise PMO, Purchasing & Strategy is responsible for providing strategic leadership, direction, and oversight for three key functions within NBU:

1. Enterprise Project Management Office (PMO) & Business Planning – Refining and strengthening NBU’s project management framework, ensuring the organization effectively prioritizes and executes strategic initiatives.
2. Strategy – Establishing a structured, long-term strategic planning process that will guide NBU’s future growth and operational alignment.
3. Purchasing & Warehouse Operations – Overseeing procurement processes to ensure regulatory compliance, operational efficiency, and fiscal responsibility.

This position is focused on coaching, mentoring, and empowering department managers to lead effectively. Reporting to the Chief Administrative Officer (CAO), this role will be instrumental in building out and defining the future direction of the enterprise Strategy and Business Planning functions, while ensuring the Purchasing & Warehouse departments operate efficiently and in compliance with all applicable regulations.

The ideal candidate will be a transformational leader with experience in strategic planning, project management, change management, and leadership development, capable of fostering innovation and cross-functional collaboration.

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## Essential Duties & Responsibilities

### Strategy Development & Execution

- Establish and formalize **NBU’s strategic planning framework** from the ground up, ensuring alignment with the organization’s mission and long-term objectives.
- Develop and implement **structured long-term planning frameworks** to guide organizational growth and operational decision-making.
- Work collaboratively with leadership to design and **implement an annual strategic planning process**, ensuring that NBU’s teams are engaged and aligned.
- Support the Resource Strategy Manager in creating programs to help embed strategic thinking across the organization, empowering the team to **facilitate strategic planning sessions with other departments**.
- Define **key performance indicators (KPIs) and measurement methodologies** to assess progress on strategic initiatives.
- Work cross functionally to effectively communicate strategic priorities across the organization, ensuring company-wide buy-in and adoption.

## Enterprise Project Management Office (PMO) & Business Planning Leadership

- Provide **strategic oversight and direction** to the Business Planning team, ensuring the **development and refinement of NBU's PMO framework**.
- Oversee the **Enterprise Portfolio Manager** in defining what project management means for NBU, ensuring a structured and scalable approach.
- Ensure the **PMO provides governance, guidance, and oversight** for enterprise-wide project planning, prioritization, and execution.
- Address organizational challenges, **break down barriers to PMO adoption**, and ensure effective cross-functional collaboration.
- Manage **workload pacing** to prevent overextension while maintaining continuous progress in PMO maturity.
- Champion change management efforts to **transform NBU into a proactively planned, project-driven organization**.

## Purchasing & Warehouse Management

- Provide **strategic leadership** to NBU's **Purchasing & Warehouse functions**, ensuring **compliance with all local and state procurement regulations**.
- Oversee procurement policy enforcement, ensuring ethical vendor management and **transparent, fiscally responsible purchasing practices**.
- Support the **Purchasing Manager** in optimizing procurement strategies, vendor relationships, and contract negotiations.
- Work closely with NBU Legal
- Align procurement operations with **budget constraints, operational demands, and long-term strategic priorities**.
- Ensure that **supply chain risks are proactively identified and mitigated**.

## Organizational Leadership & People Development

- Directly oversee **three department managers**:
  - **Enterprise Portfolio Manager** (PMO & Business Planning)
  - **Purchasing Manager** (Procurement & Warehouse)
  - **Resource Strategy Manager** (Strategic Planning)
- Define **roles, responsibilities, and performance expectations** for each functional area, ensuring clear accountability and alignment.
- Identify **skill gaps and training needs** within the teams and implement targeted development programs.
- Foster a **culture of coaching-based leadership**, prioritizing **employee growth and cross-functional collaboration**.
- Address **personnel issues promptly and professionally**, ensuring fair and consistent resolution.

## Change Management & Organizational Development

- Lead **organizational change efforts** within PMO, Purchasing, and Strategy to **enhance efficiency, governance, and strategic alignment**.
- Ensure that change initiatives are **well-structured, communicated, and supported**, minimizing disruption while maximizing adoption.
- Cultivate an environment where **cross-departmental collaboration, innovation, and proactive problem-solving** are encouraged.
- Represent NBU in **board meetings, public forums, and internal employee discussions**, effectively communicating initiatives and strategic priorities at all levels of the organization.

## Management/Supervision Responsibilities:

- Lead, motivate and facilitate cross-functional teams to commit to, and deliver results.
- Monitor and evaluate the performance of direct reports and personnel to ensure that established NBU procedures and policies are enforced, achievements are recognized, performance standards are met, and professional growth

opportunities are made available.

- Identify and obtain training opportunities for staff to create an engaged, knowledgeable workforce.
- Proactively develop relationships across the organization.
- Ensures management keeps employees informed of pertinent business communications through formal and informal modes of communication and in a timely manner.
- Encourages employees to recommend ideas for the improvement of processes and procedures that are consistent with the company Vision and Strategic Plan.
- Ability to create and present professional communications, whether verbal, visual or written, whether for internal or external use.
- Encourages a culture and learning environment that fosters opportunity for continuous growth and development of all employees.

**Company Wide Responsibilities:**

- Maintain a culture of safety by following safety guidelines and practices at all times and in all situations for self, co-workers, visitors and general public.
- Perform work in accordance with company policy, government laws and regulations as applicable to each division’s responsibility and in accordance with the company’s Strategic Plan.
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Demonstrate a spirit of cooperation and team work including, from time to time, assisting with duties outside regular responsibilities.
- Accept accountability for decisions and actions at all times.
- Exemplifies NBU Core Values of Integrity, Stewardship, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

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**Formal Education and Work Experience Requirements**

Degree/Diploma Obtained: Bachelors Administration, Project Management, Finance, Supply Chain Management, or a related field is required

Work Experience Time Frame: Five Years or More

Field of Study: Business Administration, Public Other: [Click or tap here to enter text.](#)

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**Certification and Licensures Requirements**

Project Management Professional (PMP) or equivalent project management certification preferred. Candidates with significant experience in enterprise project management, strategic planning, or organizational leadership will also be considered

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**Other Minimum Qualifications**

Excellent communication skills.  
 Detail oriented and highly organized. Strong analytical skills.  
 Strong time-management skills.

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**Knowledge of Computer Software**

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Other Software Knowledge

Click or tap here to enter text.

## Experience with Machines, Tools, Equipment and Other Work Aids

Click or tap here to enter text.

### Physical Demands

**Standing:** Choose an item.

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

**Fine Dexterity:** Choose an item.

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

**Walking:** Choose an item.

- To Other Departments/Office/Office Equipment
- Around Worksite

**Lifting:** Choose an item.

- Supplies
- Equipment
- Files

**Carrying:** Choose an item.

- Supplies
- Equipment
- Files

**Sitting:** Choose an item.

- Desk Work
- Meetings
- Driving

**Reaching:** Choose an item.

- For Supplies
- For Files

**Handling:** Choose an item.

- Paperwork

- Monies

**Kneeling:** Choose an item.

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

**Pushing/Pulling:** Choose an item.

- File Drawers
- Equipment
- Table and Chairs
- Hose

**Climbing:** Choose an item.

- Stairs
- Ladder
- Step Stool
- Onto Equipment

**Vision:** Choose an item.

- Reading
- Computer Screen
- Driving
- Observing Worksite

**Foot Controls:** Choose an item.

- Driving
- Operating Heavy Equipment
- Dictaphone

**Balancing:** Choose an item.

- On Ladder
- On Equipment
- On Step Stool

**Bending:** Choose an item.

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Making Repairs

Communication Via Telephone/Radio/To Co-Workers/Public

Listening to Equipment

**Crouching:** Choose an item.

Filing in Lower Drawers

Retrieving Items from Lower Shelves/Ground

**Twisting:** Choose an item.

From Computer to Telephone

Getting Inside Vehicle

**Crawling:** Choose an item.

Under Equipment

Inside Attics/Pipes/Ditches

**Talking:** Choose an item.

Communication Via Telephone/Radio/To-Co-Workers/Public

**Hearing:** Choose an item.

**Other:** Click or tap here to enter text.

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## Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

**Primary Work Environment:** Choose an item.

Other: Click or tap here to enter text.

### Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

### Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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**Employee Statement of Understanding**

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

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Employee's Signature

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Employee's Printed Name

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Date