



Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

If yes, please check us out!

Who We Are

We are a team of motivated, engaged, and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop, and want your experience to make an immediate impact, please apply.

To find out more about us, please visit our website www.lipower.org

What We Offer

We offer an environment of continuous development and growth. LIPA offers a thriving company culture, exceptional colleagues, and great benefits. Our benefit package includes:

- ❖ Hybrid work and flexible hours
- ❖ Excellent Medical insurance
- ❖ No Cost Dental and Vision insurance to employee
- ❖ Paid holidays and generous leave time
- ❖ Professional development opportunities
- ❖ Educational assistance opportunities
- ❖ Multiple retirement plan options with company contribution
- ❖ Short-term and long-term disability coverage
- ❖ Flexible spending account
- ❖ Life Insurance
- ❖ 529 College Savings Program
- ❖ \$300 Wellness Reimbursement

What We Need

- ❖ Bachelor's degree in computer science, Information Technology, Engineering, Control Engineering, or related field and ten years of IT Operations and Project Management. Experience includes:
- ❖ 2 years of progressively responsible professional IT experience that includes:
- ❖ 1 year of project management, delivery, or technology support experience
- ❖ Demonstrated success in supporting the implementation of technology business initiatives, multiple, vendors, and stakeholders.

LIPA's Corporate Values

Service: Our work is service. Everything we do is for the benefit of our customers.

Collaboration: Operate as one LIPA team. Everyone is included.

Excellence: One plan, with relentless implementation. Clear performance goals.

What You'll Do At LIPA

The IT Budget and Procurement Analyst supports the IT Operational and Service Provider (PSEG LI) vendor management activities by analyzing data and preparing analysis and reports summarizing and illustrating the Service Provider's performance regarding the IT/OT systems implementation, Cybersecurity metrics, and goals established under the 2nd Amended and Restated Operations Service Agreement (2nd A&R OSA). The Project Manager/ Analyst IT reports to the Manager of IT Performance and Procurement and assists in reviewing the monthly metrics and ensuring that established key performance indicators are met.

Other Essential Job Functions include:

LIPA IT Operational Support

- ❖ Develop and maintain Information Technology operational and performance Mgt. procedures and activities
- ❖ Prepares, monitors, and controls the annual budget and provides up-to-date status reports on expenditures, IT operational activities, and performance
- ❖ Tracks, monitors, controls, and reports on proposed major departmental activities at a high level to ensure all communications are properly conveyed
- ❖ Coordinates and supports the development of departmental operational plans
- ❖ Performs detailed fact-gathering, data compilation, analysis, and report writing
- ❖ Manages stakeholder relationships, facilitating complex meetings, and cultivating follow-up on activities with the internal clients and Service Provider
- ❖ Supports the IT Leadership in implementing the LIPA's Information Technology strategic objectives
- ❖ Performs other duties as assigned.

LIPA IT Project Management Support

- ❖ Works with IT staff and Procurement to develop RFPs and RFIs, bid documents, and other solicitation documents
- ❖ Provides analysis, administrative, and Project Management support for LIPA's IT projects
- ❖ Review project planning documentation and technical specifications provided by LIPA's project managers to identify project risks
- ❖ Provides project management support for LIPA's IT initiatives including Management, status reports, budgets, and procurement

PSEG LI Managed IT/OT Systems Implementation Oversight support

- ❖ Coordinates and assists in developing the Service Provider's project plans, performance metrics, and process improvement plans
- ❖ Responsible for ensuring that work performed under 2nd A&R OSA is within scope, and consistent with requirements of the agreement
- ❖ Assist in establishing and reviewing the PSEG LI IT performance metrics.
- ❖ Supports IT Management Team in implementing LIPA's Information Technology oversight objectives
- ❖ Assist in reviewing IT investment proposals, business cases, and cost/benefit analysis, provided by the PSEG LI to support proposed projects and budgets.
- ❖ Assist in reviewing project planning documentation and technical specifications provided by PSEG LI project managers to identify Project Risks

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Salary Range: \$ 73,800 - 90,200

LIPA is an equal opportunity employer.

Applying: Interested parties should submit their cover letter and resume to Barbara Ann Dillon, Vice President of Human Resources and Administration, at 2024ITbudgetandprocurementanalyst@lipower.org

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