



VERMONT ENERGY INVESTMENT CORPORATION

PRODUCT MANAGER

Reports to: Director Administration
Department: Administration
Approval Date: November 21, 2011

JOB SUMMARY: (What is done and why.)

Leads VEIC's Product Management Team and software product management efforts. Works with existing and potential customers, key stakeholders, and the IT Group to define product roadmaps and ensure alignment with VEIC's strategic plans and initiatives. Identifies and articulates new product requirements and works with customers and stakeholders to prioritize those requirements. May provide supervision to other members of the Product Management Team. Works closely with the IT Manager and Lead Software Engineer to provide direction, support and guidance to the software development team to implement successful product plans and specifications while fostering the development of a mission-driven, creative, enjoyable and stimulating work environment

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Works with customers, stakeholders and IT staff in the development of product roadmaps which respond to customer requested development efforts and align with VEIC's strategic and tactical planning efforts. Achievement of a specific product roadmap should result in scalability, maintainability and functionality that support existing business needs while maximizing market potential.
2. In coordination with the IT Manager, works with our internal and external customers to define and manage against established Service Level Agreements to ensure the on time, on scope and on budget development of new and enhanced product functionality.
3. Works as a member of the IT Management Team to manage the overall timeline for VEIC's developed applications and systems.
4. Provides supervision to members of VEIC's Product Management team. Supervisory responsibilities include providing constructive feedback on an ongoing basis, setting work and professional development goals to maximize performance and quality.
5. Develops or oversees the development of detailed functional requirement specifications which includes detailed application requirements, clear business use cases, user interface designs, business procedure workflows, and data requirements and collaborates with IT's Lead Software Engineer and development team to ensure the timely and cost effective release of new products
6. Manages changing requirements throughout the Application Development Lifecycle, coordinating both developer and user expectations, to ensure that VEIC application development efforts meet user needs.

7. Assists IT staff as needed to design and develop application documentation and training materials
8. Conducts or oversees market research as required in development of product roadmaps.
9. Provides support to the activities of VEIC as necessary to accomplish organizational goals and objectives.

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Bachelor's degree in Engineering or Software Development and at least five years of product management and/or product development experience, or a combination of education and experience from which comparable knowledge and skills required
2. Demonstrated success in the development of software requirement documentation, hands on experience working in collaboration with software development teams and a working understanding of agile development methodologies required
3. Knowledge and work experience in the energy and efficiency field preferred
4. Strong organizational skills with the ability to handle multiple priorities effectively
5. Demonstrated strong project management skills, including achieving results on-time, on budget with commitment to customer quality, and ability to oversee resources without direct management authority
6. Strong personal commitment to the mission, vision, goals and values of VEIC
7. Effective and clear communication skills

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal- Work is normally performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Moderate travel may be required

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eye strain from reading detailed materials and computer screen. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.