

**Job Title:** PMO Coordinator**Job Status:** Full-Time**Department:** Resource Strategy**Job Grade:** 206**Reports To:** Director of Enterprise Project  
Management Office**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 02/10/2026**Location:** Main Office

---

### Position Summary

Under the direction of the Director of Enterprise PMO, the Business Planning Coordinator provides project coordination, strategic planning support, and administrative leadership for the Business Planning Department and the Strategy and Research Department. This role serves as a key facilitator in advancing NBU's strategic initiatives, coordinating project activities, and ensuring seamless operational support across both departments.

---

### Essential Duties & Responsibilities

#### Strategic Planning & Research Coordination

- Coordinate and track projects and strategic planning initiatives across Business Planning and Strategy & Research departments
- Analyze project and research data to provide insights and guidance to leadership
- Coordinate and update the NBU Capital Improvement Plan 5-Year Budget annually
- Facilitate consensus-building on strategic issues and develop alternative solutions to complex challenges
- Prepare reports, presentations, and documentation for leadership and Board review
- Ensure departmental policies align with organizational vision, mission, and strategic objectives

#### Administrative & Executive Support

- Provide comprehensive administrative support to the Director of Enterprise PMO and direct reports
- Manage travel arrangements, expense reports, P-Cards, and reimbursements for Director and team
- Process time entries in payroll system and track assignments for Director's direct reports
- Coordinate meetings including notifications, agendas, minutes, and follow-up correspondence
- Prepare Board Agenda Briefing Sheets and maintain Board approval schedules
- Use independent judgment to prioritize communications, projects, and strategic initiatives

#### Financial & Budget Management

- Coordinate management of departmental budgets and prepare budget reports
- Process invoices, payment requests, purchase orders, and contract documentation
- Collaborate with Procurement department on procurement processes and bid documents
- Track and reconcile monthly credit card statements and expense reports
- Assist with annual budget preparation and expenditure tracking
- Maintain accurate financial records and documentation

## **Project & Process Support**

- Support project managers and provide coordination for strategic initiatives
- Create and maintain project schedules, budgets, cash flows, and status reports
- Prepare responses to internal and external inquiries regarding strategic initiatives
- Coordinate with cross-functional departments to advance organizational priorities
- Manage document filing, archiving, and compliance requirements
- Provide special project leadership and support as needed

## **Stakeholder Engagement**

- Deliver exceptional customer service to internal and external stakeholders
- Respond professionally to inquiries and provide information on strategic initiatives
- Attend public hearings, Board meetings, and stakeholder meetings as assigned
- Maintain professional communications with all stakeholders.

## **Key Competencies**

- **Strategic Thinking:** Ability to understand organizational priorities and align work accordingly
- **Data Analysis:** Proficient in MS Word, Excel, and Outlook; skilled in data filtering, sorting, and analysis
- **Communication:** Outstanding interpersonal skills with the ability to work with high-profile individuals and collaborate across teams
- **Confidentiality:** Demonstrates sound judgment and maintains strict confidentiality of sensitive information
- **Organization:** Excellent ability to manage multiple priorities, meet deadlines, and track complex initiatives
- **Problem-Solving:** Develops creative solutions to unique procedural and strategic challenges
- **Professionalism:** Maintains poise under pressure and handles matters with tact and diplomacy

## **General Responsibilities**

- Adhere to NBU safety guidelines and practices at all times
- Maintain a clean and safe work area
- Maintain strict confidentiality of business, employee, and customer information
- Manage leave schedule to ensure project deadlines and assignments are met
- Adhere to NBU policies and procedures
- Exemplify NBU Core Values: Integrity, Stewardship, Team, Culture, and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

## Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: General Studies

Work Experience Time Frame: One Year or More

Other: [Click or tap here to enter text.](#)

## Certification and Licensures Requirements

- Two (2) years of experience in utilities and or municipal government preferred
- Valid Class 'C' Texas Driver's License.

## Other Minimum Qualifications

- Valid Class 'C' Texas Driver's License.

## 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

SmartSheet and Cityworks

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

Printer, Scanner, Plotter, Telephone, Flash Drive, Computers, various internal and external network storage drives

## Physical Demands

**Standing:** Occasionally

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

**Fine Dexterity:** Occasionally

- ☒ Computer Keyboard
- ☒ Telephone Keypad

**Walking:** Frequently

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

**Lifting:** Occasionally

- ☒ Supplies
- ☐ Equipment
- ☒ Files

**Carrying:** Rarely

- ☒ Supplies
- ☒ Files

**Sitting:** Frequently

- ☒ Desk Work

☒ Meetings

☒ Driving

**Reaching:** Occasionally

☒ For Supplies

☒ For Files

**Handling:** Constantly

☒ Paperwork

☐ Monies

**Kneeling:** Rarely

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

**Pushing/Pulling:** Rarely

☒ File Drawers

☐ Equipment

☒ Table and Chairs

☐ Hose

**Climbing:** Rarely

☐ Stairs

☒ Ladder

☒ Step Stool

☐ Onto Equipment

**Vision:** Constantly

☒ Reading

☒ Computer Screen

☒ Driving

☒ Observing Worksite

**Foot Controls:** Occasionally

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

☒ Driving

☐ Operating Heavy Equipment

☐ Dictaphone

**Balancing:** Rarely

☐ On Ladder

☐ On Equipment

☒ On Step Stool

**Bending:** Rarely

☒ Filing in Lower Drawers

☒ Retrieving Items from Lower Shelves/Ground

☐ Making Repairs

**Crouching:** Rarely

☒ Filing in Lower Drawers

☐ Retrieving Items from Lower Shelves/Ground

**Crawling:** Never

☐ Under Equipment

☐ Inside Attics/Pipes/Ditches

**Hearing:** Constantly

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

☐ Listening to Equipment

**Twisting:** Occasionally

☒ From Computer to Telephone

☒ Getting Inside Vehicle

**Talking:** Constantly

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

## 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 type="checkbox"/>	<input checked="" 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"/>

## 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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:** Office Environment 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 type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

---

### 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.

---

Employee's Signature

---

Employee's Printed Name

---

Date