

NOTICE OF JOB OPENING

August 1, 2025

Utah Associated Municipal Power Systems (“UAMPS”) has a part-time, contract opening for an ERP Project Manager. The pay range for the position is \$100-\$130 per hour for roughly 20 hours a week. The contract length is for 12-24 months. Contract engagement is contingent upon the successful completion of a background check. Please see the attached job description for details of essential functions and qualifications. Applications are accepted until August 14, 2025. Applicants must submit a cover letter and resume to resume@uamps.com.



Job Description

Job Title: ERP Project Manager

Type: Contract

Project: ERP Replacement Initiative

Time Commitment: Part-time (flexible hours, estimated 15–25 hours/week)

Location: Hybrid – Salt Lake City, UT

Technology: All technology will be provided

Contract Length: ~12–24 months with possible extension based on project timeline

Reports to: CFO and Controller

Job Overview

This is a contract opportunity for an experienced professional to manage the end-to-end replacement of our organization's ERP system. The Project Manager will oversee planning, execution, and coordination with internal and external stakeholders, and ensure a successful transition to the new platform.

Responsibilities and Duties

1. Lead the ERP transition project from planning to post-implementation support
2. Manage scope, schedule, budget, and risk for the ERP implementation
3. Coordinate with internal departments (Finance, HR, Operations, IT) and external vendors
4. Coordinate with our power plant staff
5. Develop and manage project plans, reporting progress to leadership
6. Drive change management and training efforts for a smooth adoption
7. Ensure minimal disruption to business operations during transition

Requirements

1. Proven experience managing working with ERP system transitions.
2. 5+ years of project management experience, preferably with ERP or enterprise software projects
3. Exceptional organizational and leadership skills
4. Demonstrated ability to manage cross-functional teams and build consensus
5. Familiarity with both Agile and Waterfall project methodologies
6. Ability to work independently in a part-time, hybrid contract setting. Estimated at 80% in-office and 20% remote work.

Physical Activities and Requirements of this Position

Repetitive Motions	Movements frequently and regularly required using the wrists, hands, and/or fingers.
Talking	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
Average Visual Abilities	Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate machinery.
Average Hearing	Able to hear average or normal conversations and receive ordinary information.
Physical Strength	Sedentary work; sitting most of the time. Exerts up to 20 lbs. of force occasionally. (Almost all office jobs.)

Working Conditions

No hazardous or significantly unpleasant conditions (such as in a typical office).