



# Colorado Legislative Council Staff

## EMPLOYMENT OPPORTUNITY

### Colorado General Assembly

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November 2017

### Position: IT Project Manager

#### **Job Summary**

Colorado Legislative Council Staff, the nonpartisan research agency of the Colorado General Assembly (GA), is accepting applications for an experienced Project Manager (PM) for Legislative Information Services (LIS). This office is responsible for maintaining and developing the information systems used by the General Assembly and its staff.

The successful candidate will work closely with the LIS Director and across all the departments of the GA to ensure projects are delivered on time, within budget and scope, and with the highest quality using the most efficient methodology (e.g., agile). The PM will manage the complete life cycle of LIS projects and assist in defining and improving processes in IT governance, project management, team performance and other related areas.

This is an onsite, full-time, salaried state employment position. Candidates must be a US resident. Persons seeking contract positions or visa sponsorship need not apply.

#### **Responsibilities:**

- Lead the planning of project resource requirements (e.g, staffing, software, hardware and facilities)
- Facilitate the definition of the project scope, objectives, deliverables and technical feasibility by working with key stakeholders and the project team
- Develop project plans and schedules and monitor and report on the their progress
- Manage changes to the project scope, schedule, and costs using best practices, standards, tools and techniques
- Report to management on an ongoing basis and escalate as needed
- Successfully manage the relationship with the team, stakeholders and third parties/vendors
- Perform risk and quality management
- Conduct project evaluations and assessment of results
- Create and maintain comprehensive project management related documentation
- Communicate effectively with clients on expectations, deliverables, dependencies, risks and progress
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Assist with business analysis, quality assurance or other project related tasks as needed

- Proficient with project management methodologies, including Agile, for managing software development and infrastructure projects

### **Requirements:**

- Bachelors or Master's degree in business or technology and 6+ years of related work experience or 10+ years of relevant experience in lieu of academic qualifications
- PMP certification is required
- PMI-ACP, CSM, or equivalent preferred
- JIRA experience is a plus
- Proven track record of successfully implementing software development projects using Agile methodologies
- Prior experience with Agile/SCRUM methodologies with enterprise-level application development projects preferred
- Proven experience in people management, strategic planning, risk management, change management and project management software
- Demonstrated ability managing technical enterprise-wide projects
- Excellent customer-facing and internal communication skills with a demonstrated ability to establish and maintain effective relationships with key stakeholders and vendors
- Excellent written and verbal communication skills
- Experience writing/reviewing RFPs and contracts
- Solid organizational skills including attention to detail and multi-tasking skills with demonstrated ability to execute projects on time and of high quality
- Experience with business analysis and quality assurance is helpful
- Knowledge of industry best practices in the above-mentioned areas
- Ability to work independently and with minimal supervision

Please send your application to:

E-Mail: [lis.ga@state.co.us](mailto:lis.ga@state.co.us)

Subject: Application for Project Manager

Or

IT Hiring Manager

Re: Application for Project Manager

Colorado Legislative Council

State Capitol Room 029

Denver, Colorado 80203

In order to be considered for the position your application must include a resume, cover letter, and salary requirements. The application packet must be received by November 27, 2017. A list of three professional references may be requested at a later stage.

Legislative Council Staff is an equal opportunity employer. Additional Information about Legislative Council Staff can be found at <http://leg.colorado.gov/lcs>.