Job Requisition #50323 - PROJECT MANAGER

Status: Open    Date Needed: 10/18/2021    Open Date: 10/21/2021    Total Days Open: 56
Confidential Requisition: No    Priority Requisition (HR Use Only): No

Description

Job Posting Template: NON TEACH-NO SKILLS
Position Description: DEPARTMENT OF SAFETY, PROJECT MANAGER
Traditional 235 work days
FTE: 1.0
Salary Range: $65,129-$78,863

Essential Functions and Objectives:

Operational responsibility for managing and coordinating the full life cycle administration of a project within one or more functional areas. Facilitates leadership decision-making for project priorities, district support structures and resource allocation. Administers the execution, maintenance, projects' implementation, change management, and cross-functional alignment of workstreams; ensures program and district compliance with relevant industry, state and federal regulations.

Manages the planning, design, implementation and execution of security projects as outlined in Bonds. Oversees the creation of project scope for the integrated access control and intrusion system upgrades, upgrades to building intercom access and video surveillance camera upgrades through completion. Acts as liaison and District contact for all vendors, system integrators and internal stakeholders in relation to projects and manages all fiscal aspects of the project to ensure bond funds are utilized appropriately and in accordance with policy.

- Researches and defines program architecture, projects, priorities, activities and operational procedures to continually draw incremental benefits of the program, in alignment with governance requirements and the overall program goals and objectives. Remains knowledgeable of, plans for, communicates and coordinates regulatory compliance activities with school and other support services departments.
- Conducts discovery analysis, leads selection process, determines requirements, and identifies needs through review of current process, procedures, and standards. Establishes team, resources, formal plan and project schedule to ensure process success.
- Involves 'desirable/viable' analysis, stakeholder analysis, risk assessment and change enablement plan.
- Sets and manages project plans, including: tasks, activities, key deliverables and resources. Manages long and short term work plans and schedules to track progress; ensures milestones are attained; identifies, analyzes and mitigates project risks, solving for project 'roadblocks'; defines and leads testing efforts; assesses outcomes and lessons learned; provides timely and accurate project deliverables.
- Monitors and sets controls, throughout the lifecycle of the project. Ensures effectiveness and demonstrates outcomes beyond program establishment. Coordinates and tracks program expenditures and adjusts project activities, specifications, proposals, contracts and schedules to meet overall program objectives within budget. Assists, guides and advocates change enablement and process adoption.
- Monitors and sets controls, throughout the lifecycle of the project. Ensures effectiveness and demonstrates outcomes beyond program establishment. Coordinates and tracks program expenditures

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and adjusts project activities, specifications, proposals, contracts and schedules to meet overall program objectives within budget. Assists, guides and advocates change enablement and process adoption.

- Carries out assigned directions related to new school buildings, remodeling and repair of facilities, and facility planning; directs the preparation of drawings and specifications for security system upgrades in cooperation with administrators and school staff, the community, and professional architects and engineers.

- Manages the selection of security consultants and system integrators; directs contracted entities or individuals to manage and control building systems and materials and to verify compatibility with District standards and program requirements.

- Works with Construction Services to review building code requirements and code compliance of contract documents.

- Ensures user requirements are communicated to the appropriate stakeholders; provides updated reports, designs and other documentation related to management of projects.

- Manages project construction costs and schedules, and directs appropriate actions to maintain project budget and progress; reviews and recommends pay requests for approval.

- Manages all internal communications in regards to project work and schedule with end users such as, but not limited to operations and maintenance, principals, quality assurance and quality control teams public relations/community relations.

- Performs related administrative work and systems input in order to get projects approved by internal management teams; performs internal systems updates to track project scopes, costs and schedule throughout the duration of the project.

- Manages the complete closeout of each project, including the receipt of as-built drawings from the contractor to the architect/engineer to ensure District receives complete and accurate documentation from the architects/engineers on each project, including the management and turnover of all warranties to internal staff.

- If landscape architecture is part of a specific project, may plan, organize, coordinate, evaluate, and direct activities of landscapers and outdoor aesthetic construction projects.

Physical & Environmental Conditions:


Knowledge, Experience & Other Qualifications:

- Minimum five (5) years combined experience in security integration systems, including access control, video surveillance, and intrusion alarms and monitoring services.

- Three (3) years management experience involving both administrative and technical duties and responsibilities.

- Valid Colorado Driver’s License, appropriate insurance coverage, and acceptable driving record for the past three years. Must meet District’s insurability requirements.

- Ability to assess appropriate priorities and organize workload on multiple assignments.

- Proficiency with Microsoft Office products and/or Project Management Software and Google Workspace.

- Excellent interpersonal, analytical, critical thinking, problem-solving, and organizational skills.
- Ability to communicate effectively in a credible and confident manner at all levels in the organization, both verbally and in writing.
- Excellent time management and organizational skills to meet deadlines.
- Strong attention to detail.
- Ability to develop, plan, and implement short and long-range goals, establish priorities, and organize resources.
- Ability to solve problems and make decisions quickly according to guidelines with consideration of safety and health of others.
- Current knowledge of related engineering and constructions issues (e.g., safety).

**Education Requirements:**

- Bachelor’s Degree in Architecture, Criminal Justice, Public Administration, Project Management or other appropriate field is required.
- Master’s Degree is preferred.

**Other Information:**

The Safety and Security team strives to promote safe school communities by emphasizing Safety, Service and Enforcement. The Department provides a wide range of services that include armed patrol response, school based security, dispatch and communications, investigations, emergency preparedness, system specialists and administration. Our officers work closely with the Denver Police Department to ensure our schools remain safe for students and staff to learn and thrive. We incorporate the DPS Shared Values of Students First, Integrity, Equity, Collaboration, Accountability and Fun in everything we do and constantly look for opportunities to provide learning experiences outside of the classroom. Our officers are well trained on a variety of topics and we set high expectations for ourselves on being a service oriented department.

**Additional Information:**

- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](http://thecommons.dpsk12.org/Page/244)
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at [http://thecommons.dpsk12.org/Page/1129](http://thecommons.dpsk12.org/Page/1129)
DPSK12.org.

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*