DERP. Denver Employees Retirement Plan

Powering Your Future, Together.

We are Seeking an IT Program Manager to Join Our Team

This position is part of our finance and technology team and reports to the IT Director. Our ideal candidate is dedicated to their craft and responsible for the efficient operation of our technology infrastructure. The person in this position is expected to be an active participant across our business and work cross-functionally to solve problems and drive success. Additionally, this person owns multiple complex technology projects, recognizes that technology has the ability to impact lives, thrives in a rapidly changing industry, and is committed to continued learning in an ever-evolving field.

About Us

The Denver Employees Retirement Plan—or DERP—was established January 1, 1963, to provide a defined benefit plan for eligible City and County of Denver employees in the Career Service, certain employees of the Denver Health and Hospital Authority, and DERP staff. As a trusted steward of the city's pension plan for almost 60 years, we have help thousands of eligible employees build, plan, and live a strong retirement future. We believe everyone deserves to have a strong retirement future and we are committed to providing members a secure DERP Pension Benefit, along with the information, education, guidance, and support needed to make informed retirement decisions on their journey to retirement.

Our office is in the Historic Capitol Hill neighborhood in the heart of Denver, Colorado. We're in the John Porter House mansion which was built in 1917 for Henry M. and Louise Coors Porter of the Porter Hospital and Coors Brewing Company families.

What You'll Do

- Program Planning and Strategy:

  - ✓ Collaborate with senior management to define program objectives, goals, and strategies.
  - ✓ Develop comprehensive program plans, including project scope, deliverables, timelines, and resource allocation.
  - ✓ Ensure alignment of program plans with the organization's IT strategy and overall business objectives.

- Program Execution and Monitoring:

  - ✓ Lead cross-functional teams and provide guidance throughout the program lifecycle.
  - ✓ Manage program scope, budget, and resources effectively to meet project milestones and deliverables.
  - ✓ Monitor program progress, identify issues or deviations, and take proactive measures to address them.
  - ✓ Implement program governance processes and facilitate regular status meetings and reporting to stakeholders.
  - ✓ Coordinate with vendors, contractors, and external partners to ensure seamless program execution.

- Stakeholder Management:

  - ✓ Engage and collaborate with key stakeholders to understand their requirements and expectations.
  - ✓ Communicate program objectives, progress, and outcomes effectively to stakeholders at various levels.
  - ✓ Build and maintain strong relationships with stakeholders, ensuring their involvement and support throughout the program.

- Systems Administration:
  - ✓ Oversee the administration and maintenance of critical IT systems and infrastructure.
  - ✓ Ensure the availability, performance, and security of servers, networks, and databases.
  - ✓ Monitor system performance, troubleshoot issues, and implement corrective actions.
  - ✓ Establish and enforce system administration policies, procedures, and documentation.
- Give excellent customer service to internal and external customers through prompt response and courteous communication.
- Understand and apply DERP's governing laws, policies, and procedures.

You'll Love This Role If

- You enjoy working in a fast-paced environment and don't mind rolling with, and juggling, a list of priorities.
- You are a pragmatic thinker who likes to find ways to deliver results and own solutions
- You possess strong interpersonal skills working with non-technical partner teams.
- You believe that through collaboration you, your team, and your co-workers can learn from each other and solve any obstacle or problem you encounter.
- You are trustworthy and can always keep sensitive information confidential.

When You Join Us, You'll Bring

- Bachelor's degree in Computer Science, Information Systems, Business Administration, Mathematics, or a related field.
- In-depth knowledge of IT project management methodologies, tools, and best practices.
- Strong leadership and team management skills, with the ability to motivate and inspire cross-functional teams.
- Three years of professional information technology experience planning, installing, configuring, maintaining, and troubleshooting system environments, Microsoft Applications (Operating System, Exchange, SQL, Office Suite).
- Strong interpersonal skills
  - ✓ Self-confidence
  - ✓ Problem-solving
  - ✓ Positive attitude
  - ✓ Empathy
  - ✓ Listening
  - ✓ Reliability
  - ✓ Respectfulness
- Ability to communicate effectively with a variety of non-technical internal and external audiences.

What We Offer

- A challenging opportunity and a great team to work beside.

- Competitive pay and work-life-balance.

- An environment where your insights and expertise will be valued.

- A flexible schedule with work-from-home opportunities.

- A defined pension benefit retirement program.

- Health benefits that include medical, dental, and vision insurance.

- Short-term and long-term disability benefits.

- Tax-free health savings and spending accounts.

- Paid time off and paid holidays.

Additional Details

- This is a full-time exempt position.

- You report to the IT Director.

- You'll work from our office and remotely.

Position Salary Range – $109,495-$183,484

Starting Pay – Anticipated starting pay is at the lower 50% of the position salary range.