

PROGRAM MANAGEMENT OFFICE, DEPARTMENT OF TECHNOLOGY SERVICES

235 work days

FTE: 1.0

Salary Range: Commensurate with experience

Essential Functions and Objectives:

The Program Management Office (PMO) helps ensure successful project outcomes through consistent, value-added delivery for its customers in support of the Denver Plan 2020. This Portfolio Manager provides strategic vision and operational leadership for the programs in his/her portfolio and is responsible for driving successful outcomes; maintains and evolves the Project Management Methodology (PMM) including its use and adoption; supports the growth and development of team members; and serves as an integral part of the IT (DoTS) leadership team. Responsibilities include:

- Manage the effective implementation of programs within a portfolio.
These programs will have high visibility and will change per the direction of the Board of Education, the Senior Leadership Team, and the District Review Board (DRB). The portfolio of initiatives under the direction of this individual will vary with time, and may include both instructional and operational initiatives. The Portfolio Manager is responsible for escalating/resolving significant issues, participating in Steering Committees, and engaging in vendor management.
- Directly manage, coach, and develop Project and Program Managers in the Program Management Office. Hire, supervise, train, mentor, develop and evaluate a high quality team in the effective performance of their duties.
- Lead the Program Management Office in continuously improving and showcasing our Project Management methodology and tools.
- Work with Department of Technology (DoTs) senior management, district leaders, and the district PMO in developing new and innovative solutions to solve problems in order to meet our goals and better serve our customers.
- Support PMO Director with special projects
- Other duties as assigned

Knowledge, Experience & Other Qualifications:

- Minimum of 8-10 years of IT, project management, and business/education industry experience, with a minimum of seven years of senior leadership experience in managing multiple, large cross-functional teams or projects, influencing senior level management and key stakeholders
- Consulting experience preferred

- Demonstrated responsibility for complex program and/or portfolio management of large-scale programs/sets of programs
- Experience and proficiency with Microsoft Office products (e.g. Excel, Word and PowerPoint) and cloud-based systems such as GoogleDocs
- Experience in leading organizational effectiveness or change initiatives in K-12 education and/or large, complex organizations
- Demonstrated experience cultivating and leading high performing teams, including building a strong performance-based culture and implementing and managing supporting systems and structures.
- Experience managing budgets and ensuring alignment of financial resources within the vision of a team
- Experience in positions with high levels of ambiguity, regular exposure to senior leadership, work that requires strong attention to detail, working on multiple projects at one time, and tight timelines
- Ability to develop and maintain effective working relationships with District leaders
- Ability to communicate effectively with a technical or non-technical level, depending on the audience
- Ability to interpret, adapt, and occasionally deviate from established practices and procedures for new situations and problems
- Willingness to drive work directly or through support of team member PMs and Bas
- Strong facilitation, decision-making, and problem-solving skills
- Well-versed in change management, stakeholder engagement, and process improvement theory and practice
- Self-motivated with the ability to handle multiple tasks, and demonstrate poise and decisiveness under pressure
- Ability to work well both independently and within a team

Education Requirements:

- Bachelor's degree in Business, Information Systems or a related field.

Other information:

The mission of the DPS Department of Technology Services (DoTS) is to be a proactive partner enabling the success of every child. We support the students, families, and staff of Denver Public Schools by providing the infrastructure, tools, data, and support to enable effective educators and efficient operations. Our leading-edge technology work includes delivering custom portals for our students, parents, teachers, and administrators, managing one of the largest networks in the state of Colorado, providing unparalleled levels of customer support, finding new ways to get technology in the hands of our students, and much more. We believe that technology is a positive,

enabling force for parent engagement, student engagement, educator effectiveness, operational efficiency, student safety, and student achievement. By joining us, you too will be enabling the success of every child!

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.

Under the leadership of Superintendent Tom Boasberg and guided by the tenets of The Denver Plan, 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 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.