



**E-470 Public Highway Authority**  
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Adams County  
Arapahoe County  
Aurora, CO  
Brighton, CO  
Commerce City, CO  
Douglas County  
Parker, CO  
Thornton, CO

## **Position Opening**

**JOB TITLE:** **Technology Coordinator**

**REPORTS TO:** Director of Information Technology

**JOB FUNCTION:** Provides operational support to the IT team and end user community.

**DUTIES:** Support the IT department and end user community through help desk ticket coordination and closure, contract creation and renewal, document management, inventory management and other departmental activities to improve overall efficiencies within the department.

### **RESPONSIBILITIES:**

- Manage the proper assignment and analysis of all help desk tickets including tolling services. Provide statistical analysis to address recurring issues and target these issues for process and/or technology improvements.
- Manage the contracts creation and renewal process for the IT department.
- Manage the maintenance contracts database working with the various Managers to ensure renewals are obtained prior to expiration.
- Management and organization of all IT documentation including functional requirements, technical design documents, testing plans, etc.
- Creation and tracking of all purchase orders including capital projects and expense items.
- Scheduling and communications with E-470 and CDOT/Plenary of on-call rotations, change advisory board (CAB) meetings, maintenance activities, system availability, etc.
- Monthly monitoring of the departmental annual operating budget, project budgets, vendor invoice reconciliations, and other departmental accounting duties.
- Management and replenishment of all technology spare parts and inventory.
- Other duties as assigned.

**REQUIREMENTS:** Associates or Bachelor's degree in business or technology, 3 years progressively responsible experience in office administration (other combinations of education and relevant experience may be considered); strong verbal and writing skills; demonstrable experience in Microsoft Office. Experience in a technology department or environment is desired.

**COMPENSATION:** Salary based on experience and education; outstanding benefits package

Submit resume and letter of qualifications to [E-470employment@e-470.com](mailto:E-470employment@e-470.com) by March 25th, 2016. Please reference 'Technology Coordinator' in the subject line.