



E-470 Public Highway Authority
22470 E. Stephen D. Hogan Parkway, Suite 100
Aurora, CO 80018
303.537.3700 Phone
303.537.3472 Fax

Adams County
Arapahoe County
Aurora, CO
Brighton, CO
Commerce City, CO
Douglas County
Parker, CO
Thornton, CO

Position Opening

JOB TITLE:

IT Department – Program Manager

E-470 OVERVIEW:

E-470 Public Highway Authority is a dynamic 47 mile toll road on the eastern perimeter of the Denver Metro area that serves its customers as well as providing back office tolling services for all other toll facilities in the State of Colorado. E-470 strives to provide top-notch customer service, improve safety and save time for our drivers while being Colorado's one-stop-shop for tolling.

JOB FUNCTION:

The Program Manager is responsible for leading and managing a portfolio of strategically focused, Authority wide projects, that support of the Authority's strategic and operational objectives. Work with Authority decision-making for priorities, support structures and resource allocation. Leads the execution, maintenance, projects' implementation, change management, and cross-functional alignment of workstreams; ensures compliance with relevant industry, state and federal regulations.

Responsible for overall coordination, status reporting, and stability of project-oriented work efforts. Establishes and implements project management processes and adheres to Authority's methodology to ensure projects are delivered on time, within budget and comply with standards.

JOB DUTIES:

- Assume primary responsibility for project leadership and communication on projects deliverables. This would include development and monitoring of project charters, work plans, work breakdown schedules, project milestone and status reports, resource plans, budgets, etc.
- This role must develop comprehensive communications strategies to ensure all appropriate team members and stakeholders across the Authority are abreast of project issues and status. Provide regular feedback and exchange of information with other project leader(s), department heads, management members, and senior leadership.
- Proactively identify, track and resolve issues, risks and dependencies associated with projects managed, and communicate risks and issues to project team and senior leadership. Identify and implement issue resolutions.
- Lead risk management identification and mitigation plans.
- Applies project metrics and risk management principles to identify and mitigate potential schedule impacting items
- Drives the overall progress of assigned projects towards completion, using good judgment in determining when to escalate issues to management
- Leverages understanding of product domain to support concept/new feature development efforts

Program Manager



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- Ensures accurate project reporting and consistently provides clear and accurate project documentation
 - Develops good relationships between the teams/departments and external entities (and identifies/resolves possible conflicts)
 - Collaborates and participates in design reviews by providing input, feedback, and process improvement suggestions
 - Provides reliable solutions to a variety of problems using sound problem-solving techniques including support of root cause and corrective actions for given problems
 - Demonstrates full use of accepted standards, procedures, tools and requirements as they relate to project management and product segment
 - Develops and maintains a detailed project budget, product costs, staffing plan, and change request register
 - Complies with the E-470 Enterprise Program Management Office (ePMO) processes and procedures.

REQUIREMENTS:

- Bachelor's degree in relevant field: Project Management, Business, Engineering, Construction Management, Management or other appropriate field of study or equivalent work experience.
- Project Management Professional (PMP) certification through the Project Management Institute
- 7+ years' Project Management experience.

Job Type: Full-time

- Pay: Up to \$150,000.00 per year

Benefits:

- Group Medical, Dental, Vision, Life Insurance, Short- and Long-Term Disability
- Retirement plan
- Paid time off
- Professional development/ Tuition reimbursement