

COLORADO HOUSING AND FINANCE AUTHORITY
Internal/External Vacancy Announcement

<u>POSITION:</u>	Project Manager – Business Projects
<u>DIVISION:</u>	Information Technology
<u>NATURE OF POSITION:</u>	Responsible for facilitating and leading cross-divisional business projects. The Project Manager is responsible for understanding customers’ business processes and advising customers of changes to improve those processes to fulfill their business needs. This position works with all Divisions, develops project timelines for implementation, and partners with external third-parties in coordinating implementations to achieve desired outcomes. The Project Manager is responsible for ensuring that the assigned projects meet the business need by establishing scope documents, budget estimates, timelines, and business value. This position reports directly to the Director of Information Technology with dotted line reporting to business unit Directors.
<u>ESSENTIAL FUNCTIONS:</u>	<ul style="list-style-type: none"> • Must have project management “lite” skills to quickly determine high-level budget, scope, timeline/roadmaps, and business value. • Provide on-going project management of Ginnie Mae processes and documentation as well as coordination for cross divisional activity schedules for Ginnie Mae loan deliveries. • Must be able to work closely with the business units in process analysis to review and analyze an end-to-end process, understand abstract business concepts and processes, and be able to map “as-is” and “to-be” business processes to meet the business goals. • Communicate project status and timelines to senior management and major business stakeholders. • Ensure that documentation is completed according to CHFA standards and that staff is adequately adopting the new or changed process. • Provide “business readiness” project management for IT projects that rely on process changes within the business. This can include coordinating the change to existing policies and procedures, working with outside partners to become prepared to use the new system, and working with internal employees as necessary. • Work well in an agile iterative methodology including facilitating planning and retrospective sessions as well as participating in daily stand-ups. • Research available options to various business problems and needs and write recommendation reports on the recommended approach to solving the need. Generate Request for Proposal (RFP) or Request for Information (RFI) as needed to assess and compare various vendor offerings. Generate project proposals as needed. • Manage vendors to deliver desired services as part of the project deliverable. Ensure vendor relationship is properly turned over to the business unit upon completion of project. • Oversee Contract and Statement of Work (SOW) for approved projects. • These needs may expand to other areas as the need arises.
<u>KNOWLEDGE, SKILLS & ABILITIES:</u>	<ul style="list-style-type: none"> • Skilled at eliciting process details from business experts • Skilled at analyzing and mapping complex business processes • Knowledge of project management methodologies and facilitation techniques • Ability to motivate project teams to work together in the most efficient manner. • Experienced in agile, iterative project techniques including Scrum • Analytical problem-solving abilities. • Ability to communicate and collaborate, both orally and in writing, in a positive, diplomatic and friendly manner. • Ability to effectively use MS SharePoint portals, MS Project, MS Word, MS Visio and Microsoft Windows operating system. • Financial Industry experience in commercial banking, mortgage banking, or similar. • Ability to establish rapport with persons of diverse ethnic, racial and cultural backgrounds essential.
<u>EQUIPMENT USED:</u>	Telephone, personal computer; printer; photocopy and fax machine.

<u>EXPERIENCE/ EDUCATION:</u>	<ul style="list-style-type: none"> • Must have a Bachelor’s Degree in Business Administration or another related field (or equivalent work experience). • Must have 5-10 years experience as a Project Manager leading cross-functional, complex projects • Minimum 3 years technical program/project management experience, including designing and developing business process management opportunities, managing vendor relations, and coordinating tasks and holding project teams accountable to complete tasks. • Project management / Agile Management certifications are a plus. • Must demonstrate solid understanding of Information Technology and its role in business process automation. • Experience using SharePoint portals to manage projects (documents, tasks, schedules) is ideal. • Candidates must have a minimum of 5 years hands-on experience with MS Office Suite, including MS Visio, MS Project, Outlook and Microsoft operating system. Familiarity with database concepts (MS SQL) highly desirable. • Knowledge of the housing authority business and/or experience in the mortgage/public finance arena would be helpful.
<u>PHYSICAL ENVIRONMENT</u> :	The incumbent in this position will perform the essential functions of the position primarily in an office environment. Must have sight and the ability to use a computer, with or without assisting devices.
<u>Send Resumes to:</u>	Human Resources (Refer to Job #29_09) Colorado Housing and Finance Authority 1981 Blake Street Denver CO 80202 Fax: 303-297-0570 OR E-mail: resumes@chfainfo.com

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