



Title: Solution Architect/IT Project Manager**Reports to: Chief Technology Officer (CTO)****Summary of Position**

The Statewide Internet Portal Authority (SIPA) provides e-Government solutions to more than 700 state and local governments across the state of Colorado. SIPA is seeking a motivated, conscientious, Solution Architect/IT Project Manager. This is a newly created position who will work with the CTO and management team. This individual will help develop the functional, business, and technical requirements across the services required of the Statewide Portal Integrator, which include, but are not limited to Content Management Systems, Application Development, Payment Processing, Event Registration, and Online Forms. The Solutions Architect/IT Project Manager will be integral in the technical evaluation of proposals submitted by potential Statewide Portal Integrators and articulating the strengths and weaknesses from both an architectural and technical perspective. This individual will be involved in the development of SIPA's Information Technology portfolio strategy and how the Statewide Portal Integrator services complement the service offerings in SIPA's portfolio. This individual will coordinate with the CTO to support the technical implementations that SIPA contracts for state agencies and local governments. This individual will interact with state agency, local government, and vendor technical staff to successfully shepherd projects, solve problems, and increase efficiencies. The ideal candidate has a proven track record of working across a variety of technology platforms and experience in working in the public sector.

This is a great position for a driven individual who enjoys a small-company-feel.

Essential Duties and Responsibilities: The core duties and responsibilities of the position include but are not limited to the following:

Requirements Development

- Develops the technical requirements, based on industry best practices, related to the Statewide Portal Integrator services (e.g., Content Management Systems, Application Development, Payment Processing, Event Registration, and Online Forms)
- Ensures requirements align with industry standards and State of Colorado architectural standards, as applicable
- Develops Service Level Agreements/Key Performance Indicators that are relevant to Statewide Portal Integrator services
- Develops applicable contract deliverable standards related to the Statewide Portal Integrator, such as a Security Management Plan, System Architecture Plan, Business Continuity and Disaster Recovery Plan, and System Capacity Plan

Proposal Evaluation

- Interprets technical, security, regulatory, and architectural requirements in submitted proposals
- Determines technical, security, regulatory and architectural congruence with industry and State of Colorado architectural standards, as applicable
- Identifies areas of risk or dependencies related to the technical components of the submitted proposals
- Evaluates the strengths and weaknesses between proposals; identifies service gaps and/or service shortfalls in proposals

Technology Strategy

- Assists in the development of Information Technology Portfolio Strategy and how the Portal Integrator services complement the service offerings in the portfolio
- Performs a wide range of highly technical advisory duties associated with the design, implementation, and support of technical solutions
- Maintains currency in technologies and trends through research, study, and evaluation of offerings across the SIPA technology portfolio
- Recommends new or improved technologies, vendors, and best practices that will advance SIPA's mission and strategic objectives
- Assists in the evaluation of potential vendor partner offerings and their alignment with the SIPA mission and technology portfolio
- Ensures alignment of the SIPA technology portfolio with State of Colorado technical standards

IT Project Management

- Works with SIPA's vendor partners and customers in defining Program/Project priorities, scope, approach, resource requirements, timelines, deliverables, funding, and changes
- Defines and establishes Program/Project governance working closely with Business/IT sponsors
- Monitors and supports technical implementation projects conducted by SIPA vendors for government customers
- Engages and supports key stakeholders to ensure project completion and customer satisfaction

Other Responsibilities

- Assists in special projects and events as needed, such as SIPA's Annual Micro-Grant Program and Annual User Conference
- Attends and develops materials for monthly SIPA Board of Director meetings
- Works with supervisor to develop a self-improvement/training plan once a year
- Reports any potential fraud, waste, and abuse to appropriate SIPA staff immediately
- Other duties as assigned.

Exemplify the SIPA Culture

- Internalizes the vision, mission, goals, and objectives of the organization
- Understands the policies and procedures of the organization
- Respectful of all SIPA staff, Board members, customers, colleagues, and strategic partners

- Maintains working relationships with everyone necessary to advance SIPA's mission and objectives
- Demonstrates a high level of ethical standards at all times

Position Type/Expected Hours of Work

This is a full-time professional position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Additionally, this position may at times require hours beyond the operational hours stated above.

Skills/Experience:

- Undergraduate degree from an accredited college or university in information technology, computer science, or related fields
- Minimum of 5 years of hands-on programming experience in applications development, which include C#, Full Stack .NET, Java, or other relevant programming language, and with at least 2 of those as a senior developer or team lead for an applications development group or other IT experience directly relevant to the role
- Experience in a variety of Content Management System platforms (Drupal, WordPress, Adobe Experience Manager, etc.)
- Experience with Payment Processing solutions, to include compliance requirements related to the Payment Card Industry Data Security Standard
- Understanding of a variety of cloud platforms (Google Cloud Platform, Amazon Web Services, Microsoft Azure, etc.)
- Experience with a variety of project management frameworks (Waterfall, Agile, Scrum, etc.)
- Experience managing multiple projects with varying levels of complexity, concurrently
- Software Product Management experience is highly desirable, but not mandatory
- Ability to work independently, handle multiple assignments, prioritize work, solve problems, operate under time and work volume pressure with excellent attention to detail
- Ability to work in a dynamic and changing environment
- A hard-working, creative, self-starter that is results oriented and dependable

Salary Range: \$100,000 – \$120,000+ commensurate with experience.

Benefits: Health, Dental, PERA Retirement, PERA 401(k), Paid Time Off.

How to Apply: Complete our online application at <https://www.tfaforms.com/374489>

You will need to submit a resume and cover letter outlining your qualifications for the position. Contact catherine@cosipa.gov with any questions. Employment with SIPA requires a criminal background check.