

CITY OF BOULDER  
invites applications for the position of:

# Senior Project Manager for Law Enforcement Records Management System Implementation



An Equal Opportunity Employer

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**POSTING START DATE:** 07/28/21 12:00 AM

**POSTING END DATE:** Continuous

**SALARY:** \$101,950.00 - \$125,900.00 Annually

**POSITION END DATE:**

**WORK SCHEDULE:** 2-Year Fixed Term Position

**JOB TYPE:** Fixed Term

**LOCATION:** Boulder

**DESCRIPTION:**

The City of Boulder is a great place to live, work, grow and play.

With over 300 miles of dedicated bikeways and more than 150 miles of hiking trails, Boulder values active lifestyles and access to nature. Forty-five thousand acres of land provide open space for parks and a green belt around the city. With world class restaurants and art and music venues, The City of Boulder values diverse culture.

Respect is one of our five City Values (including Customer Service, Collaboration, Integrity and Innovation) and we are committed to equity, diversity and inclusion. We celebrate and support our differences across all spectrums, including but not limited to ethnicity, gender, age, disability and sexuality. Through our focus on Racial Equity, our employee benefits, and the many programs resources we offer our staff, we continually strive to weave respect for one another into the fabric of our organization.

Add your voice and talents to the City of Boulder and help us grow in service excellence for an inspired future.

**This job posting is "continuous" or "open until filled" and will close when a qualified candidate is identified and/or hired.**

**OVERVIEW OF ROLE**

The Senior Project Manager – Law Enforcement Records Management System (RMS) Implementation will partner with our vendor, Axon, and the Boulder Police Department to manage the City's multi-year development and implementation of a replacement RMS. They will perform a broad range of project management duties including development of a project plan and approach, requirements definition, systems analysis, facilitating business process re-engineering activities,

project communications, change and risk management, and vendor management.

This role will require the completion CJIS (Criminal Justice Information Services) training, which includes finger printing/background check.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Leads a multi-year technical implementation project with city resources and external vendor.  
Work includes establishing:
  1. Structured environment for storing and retrieval of data, with security and access control
  2. Conversion and migration of data from current RMS
  3. Legacy database retirement plans
  4. Integration requirements with other cross-functional tools
  5. Data governance structures and processes
  6. Project work plans and objectives/requirements documents following project management procedures
  7. Implementation of a project plan to meet objectives and coordinate scheduled work on the project. Track project plan and resources. Participate in phase, milestone, and final project reviews
  8. Matrix management of police department project team related to the completion of tasks, assignments and milestones, as well as manages the work of the vendor and contract employees that may be used on the project
  9. Management of all project-related vendor contracts. Design, implement, enforce and report associated vendor performance requirements
  10. Management of project budget
  11. Development and implementation of a change management and communication plan, including regularly scheduled project team and executive sponsor meetings.

**REQUIRED MINIMUM QUALIFICATIONS**

- Technical knowledge and expertise in implementing records management systems
- Bachelor's degree in computer science, business, or related field and extensive breadth of experience and competency as an enterprise systems implementation project manager and/or at least 5 years of progressively responsible experience as an IT project manager
- PMP, PMI-ACP, or similar certification
- Demonstrated ability to coordinate and manage complex projects involving competing interests and objectives
- Experience with IT procurement and contract processes
- Significant experience with project management and issue tracking tools (e.g., MS Project, Monday.com) and related methodologies (variations of Agile, Lean, or Waterfall)
- Excellent verbal and written communication skills, with the ability to effectively communicate and interact with law enforcement teams and all levels of personnel within the city in a positive and cooperative manner

**PREFERRED REQUIREMENTS**

- Experience working with law enforcement agencies and local, state or federal government agencies or related professional experience with an active and highly engaged community
- Experience managing critical vendor relationships and accountability in high visibility projects
- Experience managing short-term, “fail-quick” projects piloting emerging technologies
- Experience translating technical concepts to non-technical audiences
- Ability to persuade and lead organizations through change management efforts

**DEPARTMENTS:** Innovation and Technology/Boulder Police Department

**ACCOMMODATIONS:** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

The City of Boulder provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

**EXAMPLES OF DUTIES:**

**QUALIFICATIONS:**

**SUPPLEMENTAL INFORMATION:**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.bouldercolorado.gov>

OUR OFFICE IS LOCATED AT:  
1136 Alpine Ave  
Boulder, CO 80304  
303-441-3070  
[HR@bouldercolorado.gov](mailto:HR@bouldercolorado.gov)

Job #2021-00251  
SENIOR PROJECT MANAGER FOR LAW ENFORCEMENT  
RECORDS MANAGEMENT SYSTEM IMPLEMENTATION  
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**Senior Project Manager for Law Enforcement Records Management System Implementation Supplemental Questionnaire**

- \* 1. Please provide a detailed description of a recent RMS (Records Management System) implementation that you led.
  
- \* 2. Have you worked for a law enforcement or public safety agency?
  - Yes
  - No
  
- \* Required Question