



CITY

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Job Openings with the City and County of Denver

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Monday, May 21, 2012

The Jobs Opportunities Bulletin is a published copy of our current recruitments as of May 21, 2012. For a complete listing of openings, including those that have opened since this publication please visit www.denvergov.org/jobs & select "Career Service Job Opportunities."

Job Title	Job Type	Salary	Open	Close
Accounting Assistant - DHS - Child Support Enforcement	Unlimited Regular	\$34,348 - \$50,141	05/18/12	05/22/12
Advanced Lifeguard On Call	On Call Regular	\$9.95 - \$13.58 hourly	03/22/12	Continuous
Agency Trainer- Full-time Denver Human Services	Unlimited Regular	\$45,874 - \$73,181	04/10/12	Continuous
Assistant City Attorney - Senior (Employment Law)	Unlimited Regular	See Position Description	05/07/12	05/28/12
Associate .NET Developer - County Court	Unlimited Regular	\$59,618 - \$95,130	03/02/12	Continuous
Associate IT Systems Analyst - EBA Team	Limited Regular	See Position Description	12/13/11	Continuous
Associate Network Security Engineer	Unlimited Regular	See Position Description	05/11/12	05/24/12
Boating Ranger	On Call Regular	\$14.51 - \$18.51 hourly	05/18/12	05/25/12
Building Engineer/HVAC Mechanic	Unlimited Regular	\$41,160 - \$60,067	02/22/11	Continuous
Communications UNPAID Intern DHS	Intern	See Position Description	07/23/11	Continuous
Communications/Marketing Intern (Unpaid Intern)	Intern	\$0/Year	04/23/12	Continuous
DHS VOLUNTEER - Community Resource Navigator- Hunger Free Colorado	Intern	See Position Description	12/12/11	Continuous
DHS VOLUNTEER - Community Resource Navigator-DHS Child Support Turn Around Program	Intern	See Position Description	05/10/12	Continuous
DHS VOLUNTEER - Friday Night Out	Intern	See Position Description	04/27/12	Continuous
DHS VOLUNTEERS- Administrative Support Assistants	Intern	See Position Description	03/29/11	Continuous
Department Controller- EXTENDED	Unlimited Regular	\$89,409 - \$142,678	03/15/12	Continuous
Dept. Only - IT Supervisor - Network and Telecommunications	Unlimited Regular	See Position Description	05/15/12	05/21/12
Deputy Manager of Aviation - Facility & Fleet Management DIA	Unlimited Regular	\$102,184 - \$163,062	02/13/12	Continuous
Deputy Sheriff Captain	Unlimited Regular	\$73,695 - \$97,874	05/14/12	05/25/12
Director of Payroll	Unlimited Regular	\$78,235 - \$124,848	05/07/12	05/21/12
Engineer Project Controls - Limited	Unlimited Regular	\$63,569 - \$101,420	05/17/12	05/24/12
Fitness Instructor - On-Call - Certified	On Call Regular	\$20.37/Hour	04/19/10	Continuous
Forensic Pathology Fellow	Intern	\$73,756.80 - \$73,756.80	01/01/11	Continuous
HVAC Service Technician / Refrigeration Journeyman - DIA	Unlimited Regular	\$41,160 - \$60,067	04/25/12	Continuous
Heavy Equipment Service Technician	Unlimited Regular	\$32,954 - \$48,092	05/15/12	06/04/12
IT Service Desk Supervisor	Unlimited Regular	See Position Description	05/15/12	05/30/12
Information Security Manager	Unlimited Regular	\$77,847 - \$124,266	04/12/12	Continuous
Infrastructure/Systems Architect [UPDATED]	Unlimited Regular	\$77,847 - \$124,266	01/05/11	Continuous
Institution Food Steward	Unlimited Regular	\$33,597 - \$49,038	11/23/11	Continuous
Investment Portfolio Administrator - Treasury	Unlimited Regular	\$64,030 - \$102,177	04/23/12	05/21/12
Lead Internal IT Auditor	Unlimited Regular	\$59,897 - \$95,585	05/15/12	06/04/12
Lifeguard On Call	On Call Regular	\$8.65 - \$11.81 hourly	03/22/12	Continuous
Loan and Grant Processor - Office of Economic Development	Unlimited Regular	\$18.87 - \$27.54 hourly	05/14/12	05/21/12
Locksmith	Unlimited Regular	\$36,021 - \$52,552	03/02/12	Continuous
On Call Driver/Heavy Equipment Operator - Snow Operations DIA	On Call Regular	\$25.00 hourly	05/18/12	Continuous
Oracle PL/SQL Developer - Human Services	Unlimited Regular	See Position Description	05/15/12	05/28/12
Professional Occupations Intern I - Posting Extended	Intern	\$13.21 - \$13.21 hourly	05/15/12	05/23/12
Program Administrator - Create Denver	Unlimited Regular	\$49,038 - \$78,235	05/15/12	05/30/12
Records Management Program Internship - Unpaid	Intern	See Position Description	02/02/12	Continuous

Job Title	Job Type	Salary	Open	Close
Recreation Aide - On call	On Call Regular	\$7.40 - \$8.28 hourly	04/27/12	Continuous
Recreation Facility Assistant - On call	On Call Regular	\$9.23 - \$10.34 hourly	04/27/12	Continuous
Recreation Instructors (On Call)	On Call Regular	\$13.60 - \$19.85 hourly	02/06/12	Continuous
SOA/Middleware Developer - DIA	Limited Regular	\$68,139 - \$108,729	12/14/11	Continuous
SQL Server DBA	Unlimited Regular	\$68,139 - \$108,729	01/12/12	Continuous
Seasonal Park Ranger	On Call Regular	\$16.98 - \$24.79 hourly	02/15/12	07/31/12
Senior Business Analyst	Unlimited Regular	\$52,419 - \$83,640	05/04/12	05/21/12
Senior Internal Controls Auditor-Denver Human Services	Unlimited Regular	See Position Description	04/25/12	Continuous
Senior Java Developer - ECM	Unlimited Regular	See Position Description	02/21/12	Continuous
Senior Performance Auditor	Unlimited Regular	\$56,031 - \$89,414	05/01/12	06/04/12
Senior Systems Analyst - EBA	Unlimited Regular	See Position Description	02/02/11	Continuous
Sports Official-On-Call - Non Certified	On Call Regular	\$13.59 - \$18.55 hourly	12/30/09	Continuous
Staff Real Property Appraiser	Unlimited Regular	\$37,548 - \$54,801	05/21/12	05/23/12
Stationary Engineer (HVAC Mechanic) - DIA	Unlimited Regular	\$41,160 - \$60,067	05/01/12	Continuous
Unpaid Internship - Office of Economic Development	Intern	See Position Description	02/07/12	Continuous
Water Quality and Vector Control Intern (Professional Occupations Intern II)	Intern	\$15.34/Hour	05/17/12	05/24/12

Job Title	Job Type	Salary	Open	Close
Accounting Assistant - DHS - Child Support Enforcement	Unlimited Regular	\$34,348 - \$50,141	05/18/12	05/22/12

Job Description:

Denver Human Services Accounting Team is looking for an **Accounting Assistant I** to perform bookkeeping type duties within Child Support Enforcement. This position is responsible for full performance financial record keeping operations by recording accounting transactions including posting, monitoring, and verifying data into various financial systems and agency spreadsheets and ensures accurate balances and available budgeted funds.

The Accounting Team provides support to the division on all financial issues regarding a child support order. The team is responsible for payment allocation, posting current support, ledger adjustments, releasing/researching payments on hold, arrears calculations, over the counter payments and keeping record of all payments made at DDHS.

The financial commitment of parents, as well as their involvement with their children's upbringing, is very important to the welfare of their children. The Denver County Child Support Division is working very hard to ensure that children receive the support they need even though they may not live with both of their parents. We do so by establishing paternity; entering orders for child and medical support; monitor and enforce child support court ordered obligations.

Job Responsibilities:

Prepares and maintains routine accounting/financial records by posting, adjusting, and balancing transactions to agency spreadsheets and computerized records.

Enters data from source documents, verifies correctness of accounting transactions, and checks calculations for accuracy.

Prepares vouchers and invoices.

Processes payments.

Determines balances owed/paid.

Court order and financial ledger research.

Responds to inquiries and provides financial information to other units and vendors regarding the status of accounts, payments, issuance of checks, and availability of balances by extracting information from computerized systems and/or agency spreadsheets, and resolves problems.

Identifies and resolves discrepancies between departmental records and the city's accounting systems.

Prepares encumbrances and tracks encumbered balances of specific contracts/accounts to ensure that funds are available for payment.

Organizes and files source documents including vendor invoices, journal vouchers, and internal billing transfer forms according to accepted practices.

Prepares a variety of internal financial, budget, and miscellaneous reports.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Qualifications:

Education Requirement:

Graduation from high school or the possession of a GED Certificate.

Experience Requirement:

Three years of clerical experience which includes one year of experience performing bookkeeping.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement except for the one year of bookkeeping experience.

Ideal Candidate will have college level accounting coursework and experience in:

Invoice Processing
ACSES
CBMS
Child Support experience
Lexis/Nexis
Legal Terminology

Additional Information:

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: ACCOUNTING ASSISTANT I CV2358

Pay Grade: 612-V

Target Hiring Range: \$34,348 to \$42,000

Agency: Denver Human Services

Testing: 100% Written Exam

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

Recruiters: TG

Advanced Lifeguard On Call	On Call Regular	\$9.95 - \$13.58 hourly	03/22/12	Continuous
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Job Description:

The City and County of Denver, Parks and Recreation, **Aquatics Division** is seeking **Advanced Lifeguards / Swimming Instructors** for indoor and outdoor pools for the 2012 summer season and for year-round roles.

Our summer season begins in June and runs through August. The days and shifts vary depending on the pool location for both summer season and year-round roles. Come join the team for the summer or for a career!

Advanced Lifeguards instruct swimming and water safety courses to all ages and levels in addition to performing public safety and recreational work supervising, swimming and enforcing regulations at municipal pools.

Denver's Aquatics Division provides the opportunity to work with a major Aquatics Program which is recognized nationally for outstanding performance. We operate 16 seasonal pools as well as 13 year-round indoor pools and provide on-site certification programs through the American Red Cross as well as monthly in-service training opportunities to keep our employees up-to-date on both skills and certifications. You can learn more about our Aquatics Division by visiting our [home page](#).

Our **Department of Parks of Recreation** also offers leadership opportunities for seasonal and year-around positions for the outstanding employee interested in management opportunities as well. Our Aquatics employees can be involved in a variety of programs with participants including parent-tot classes, learn to swim programs, swim teams for area youth and ongoing aqua fitness programs.

Interested? At the City & County of Denver you have the opportunity to work for a progressive public sector organization while building the community around you. Please review the qualifications and click the 'Apply' button at the top of the posting and/or visit:

www.denvergov.org/jobs

Job Responsibilities:

- Teaches swimming and water safety courses to all ages and levels
- Observes and patrols pool and enforces safety regulations
- Assists swimmers from water when in danger
- Performs resuscitation and first aid when appropriate

- Assists Advanced Lifeguard with teaching preschool level children
- Some positions may coach swimming teams
- Some positions may perform minor maintenance work on pool equipment
- Some positions provide counter work as assigned
- May perform other related duties as assigned or requested

The formal job description (Advanced Lifeguard) is listed under Job Specifications on our website: www.denvergov.org/jobs

Qualifications:

Required Qualifications:

- Must be at least 16 years of age

Required Certifications (at time of application):

Please attach copies of your certifications to your application

- American Red Cross - Lifeguard Training Certification
- American Red Cross - First Aid (adult/infant/child) Certification
- American Red Cross - WSI (Water Safety Instructor)
- American Red Cross - CPR/PR (Cardiopulmonary resuscitation for the Professional Rescuer)
- American Red Cross - AED (Automatic External Defibrillator) Certification

Preferred Qualification:

- Bilingual ability in English/Spanish is a plus, but not required

Additional Information:

Please attach Copies of the required certifications to your online application.

Don't have the required certifications?

- If you do not have the required certifications but are interested in obtaining them, please call The American Red Cross at 303-722-7474 or Denver Parks and Recreation at 720-865-0660 to pursue them.

Testing:

- These positions do require applicants to test on-site which will include in-pool performance testing such as CPR, Swimming and Rescue (active, passive and spinal).

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Classification Title: Advanced Lifeguard - On Call [RG2402]

Working Title: Swimming Instructor / Advanced Lifeguard

Please note that these are On Call positions and do not have benefits available.

Pay Grade: 112Z

Agency: Parks and Recreation

To Apply: please select the apply button at the top of this posting/visit: www.denvergov.org/jobs

Testing: Supplemental Questions & On-site Performance Testing

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Recruiter: LM

Agency Trainer- Full-time Denver Human Services	Unlimited Regular	\$45,874 - \$73,181	04/10/12	Continuous
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Job Description:

This posting is for a full time, unlimited position; however the list established may also be used to fill future time limited positions as well.

The City and County of Denver Department of Human Services is seeking qualified candidates for the position of **Agency Trainer**.

This position will be based out of the Family and Adult Assistance Division.

This position is responsible for the training of employees for job related duties and responsibilities, including State Eligibility policy, operational maintenance procedures, computer usage.

Job Responsibilities:

Position will involve constant change, and a lot of reading and analyzing of state program rules and procedures.

For Operations, the Agency Training position will be responsible for developing and implementing training designed for the Family and Adult Supervisory Staff, and responsible for training Family and Adult staff on CBMS navigation as well as other state systems. New implementation of State Eligibility policy and procedures and system changes and assisting staff with the performing analysis on CBMS as well as other State systems.

The position will be required to develop State Eligibility policy and procedure and automated system training, training material and supportive training aids for staff within Denver Human Services.

The Colorado Benefits Management System (CBMS) is the computer system that determines an applicant's eligibility for public assistance (welfare programs) based upon the data provided by the applicant.

Qualifications:

Education Requirements: Baccalaureate Degree in a Sociology, Psychology, Human Services, Education or a closely related field

Experience Requirements: Two years of experience assisting with educational or training duties and responsibilities in a structured **HUMAN SERVICES** environment **AT THE STATE OR COUNTY LEVEL**.

Minimum Equivalency Requirements: A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Special Qualifications:

Two years of experience in State Eligibility program area policy, CBMS navigation, additional state systems.

The ideal candidate will have knowledge in Adult learning styles and be able to work with a diverse population and multiple skill levels, to include experience in conducting classroom training or one on one training, and should demonstrate knowledge of development of competency based training programs, and must be flexible and have the ability to travel between offices to conduct training.

Knowledge and experience with developing and delivery of State Eligibility policy and automated system training, and experience and knowledge in development of training material is a plus.

Additional Information:

Time Limited positions may also be available. If you are interested in being considered for these Time Limited positions, you can apply to this posting.

Classification Title: Agency Trainer CA0654

Pay Grade: 807 A

Agency: Denver Human Services

Testing: 100% Scored Supplemental

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation.

Recruiters: TG

Assistant City Attorney - Senior (Employment Law)	Unlimited Regular	See Position Description	05/07/12	05/28/12
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Job Description:

The Denver City's Attorney's Office seeks a **Senior Assistant City Attorney** for the Employment Law unit of the Litigation Section of the

Department of Law. A Senior Assistant City Attorney provides full performance legal counsel to City officers and employees, and representation in the defense of legal cases before administrative agencies and trial and appellate courts, and may perform lead work over junior attorneys. We seek a seasoned litigator with significant legal experience litigating employment and labor law matters.

The Employment Law unit represents Denver, the third largest employer in the State of Colorado, in all employment matters. This unit is part of the Litigation Section, which handles all personal injury claims and property damage cases, civil rights and constitutional claims as well as employment and labor law matters brought against Denver. The attorneys regularly appear in all federal and state courts, as well as in administrative hearings.

The [Denver City's Attorney's Office](#) is one of the largest law firms in Colorado, with over 90 attorneys and approximately 90 staff members comprised of paralegals, victim advocates, and other support and supervisory staff members. It may have the most diverse practice of any law firm in Colorado. Clients include the Mayor; the Auditor; the Clerk and Recorder; City Council; and all city agencies, departments, offices, boards, commissions and authorities. The City Attorney's Office is dedicated to providing an inclusive and diverse work environment in which every person has the opportunity to achieve the highest professional and personal development and is accorded the highest degree of dignity and respect.

Note 17-MAY-12: Posting extended, now closing at 11:59PM on Monday, 28-MAY-12.

Job Responsibilities:

The responsibilities for this position include:

- Independently prepares administrative hearings and complex cases for trial, such as those at the federal district court, including development of motions and civil discovery, and represents the City in those proceedings, as well as corresponding appellate briefing and argument.
- Negotiates and prepares settlement agreements, ordinances, resolutions, and other legal documents as necessary.
- Drafts and prepares memoranda, motions, briefs and pleadings to be filed in judicial or quasi-judicial proceedings.
- Provides City officers and employees with counsel and advice regarding various employment law issues, reviews and prepares discipline and other employment-related letters.
- Conducts or assists with legal research.
- Assists attorneys working in specialized areas with litigation, research and related activities.
- As assigned by the City Attorney, provides City officers and employees with counsel and advice and prepares formal legal opinions on complex matters, in specialized legal areas
- May assist junior attorneys with counseling and litigation activities, issues and procedures.
- Performs other related duties as assigned or requested.

The complete job specification is [Assistant City Attorney-Senior](#).

SALARY RANGE

Hiring Pay Range: \$91,744 - \$100,000

Qualifications:

Required Education (must be demonstrated on application/resume):

Graduation from college of law with attainment of a J.D. or an LL.B. degree

Required Experience (must be demonstrated on application/resume):

At least three (3) years of experience as an attorney at law litigating employment law matters at the State or Federal court level.

Preferred Experience (Must be demonstrated on application/resume):

The preferred candidates, in addition to having the required qualifications as listed above, will be attorneys who have:

- Experience having served as lead counsel in jury trials in Federal or State Court;

- Substantial experience in employment law issues that include advising clients on legal issues involving:
 - Collective bargaining;
 - Title VII discrimination;
 - Harassment and retaliation claims;
 - FMLA;
 - ADA;
 - FLSA, and;
 - ADEA.
- Substantial experience in government, civil rights, law enforcement and/or Federal Constitutional issues;
- Experience in appellate proceedings; and/or
- Strong written and oral advocacy skills.

Licensure and Certification: Admission by the Colorado Supreme Court to practice law in Colorado at the time of application.

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Denver offers a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan!)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Flex Time
- On-site perks such as dry cleaning, mail service and lobby convenience stores

To apply for this position, please select the apply button at the top of this page, or visit <http://www.denvergov.org/jobs>.

Classification Title: [CL0357 Assistant City Attorney - Senior](#)

Pay Grade: 818-L

Full Pay Range: \$91,744 - \$146,414

Hiring Pay Range: \$91,744 - \$100,000

Agency: City Attorney's Office, Department of Law.

Testing: 100% Scored Supplemental

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing and FBI security screening may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active

during this time) prior to attaining Career Status with the City.

Recruiters: TCB/TS

Associate .NET Developer - County Court	Unlimited Regular	\$59,618 - \$95,130	03/02/12	Continuous
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Job Description:

Would you enjoy developing in a complex and challenging IT environment? Do you have good communication, collaboration and analytical skills? Do you have experience and a working knowledge in SQL, Visual Studio .NET and web services? Do you enjoy solving complex problems, working with data and increasing functionality programmatically? Do you have strong Customer Service skills?

The **Denver County Court** has an opening for an **Associate .NET Developer**. An Associate .NET Developer will perform professional level programming and systems analysis work in maintenance and enhancement of information technology systems including multiple operating systems and databases.

This position is critical to the effective function of the court's IT system which is its backbone. All court cases are managed on the system internally, but are also utilized by the public, city and district attorneys, and law enforcement (city, state, etc). Accounting and human resources also are supported by the IT system. This developer will work on various **mission critical systems** to include:

Citywide Integrated Criminal Justice (ICJ) System - This project is focusing on electronically sharing criminal justice information between city agencies, specifically; Denver Police Department, Denver Sheriff Department, Court, District Attorney and City Attorney offices.

E-Filing System – This system allows attorneys' that ability to file a Civil case via the web. This is a huge project with the potential to improve the work environment for the civil judges and staff and also bring in a lot more money for the city.

The [Denver County Court](#) administers justice when Denver municipal ordinances and state misdemeanor statutes are violated and when petty offenses occur in the City and County of Denver. The Court also resolves disputes between citizens in civil actions filed in its civil division.

The Denver County Court is dedicated to providing effective and convenient services to the citizens of the City and County of Denver.

Job Responsibilities:

Consults with users and other information technology staff to identify user problems and design new or existing systems; assists with the preparation of a time line and project plan for the development or enhancement of new/existing software application programs.

Analyzes user requirements, writes specifications and codes, and installs and documents software application programs.

Develops or modifies new or existing software applications programs of moderate complexity and scope.

Designs, develops, tests, debugs, implements, and prepares flow charts for both new and existing systems to automate end user files and records.

Integrates and implements software packages and coordinates necessary training for users.

By position, may assist lower level developers in the development of applications of a more complex nature.

Performs other related duties as assigned or requested.

Qualifications:

Education Requirement:

Bachelor degree in Computer Science, Information Systems, Business Administration, Mathematics or a directly related field.

Experience Requirement:

Two years of current professional IT Development experience

* Working knowledge of Windows Operating Systems, Visual Studio .NET, Visual Basic .NET, ASP .NET, WCF, Web Services, SQL.

* Microsoft SQL Database development.

* Java experience is not required but would be preferred.

Education/Experience Equivalency:

30 semester hours of course work in Information Technology plus 2 years of professional level Information Technology experience in software analysis, design and programming will substitute for the minimum education requirement.

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, FBI fingerprinting, part of which is a criminal history.

Classification Title: Associate IT Developer CI1451

Working/Functional Title: Associate .NET Developer

Pay Grade: 811-I

Compensation Range: \$59,618 to \$95,130

Agency: County Court

Testing: Scored Supplemental

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation. Must complete CSA Supervisory training series before successful completion of probation.

Recruiters: TS

Associate IT Systems Analyst - EBA Team	Limited Regular	See Position Description	12/13/11	Continuous
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Job Description:

The City and County of Denver's **Technology Services Division** is looking for an **Associate Systems Analysts** to join our **Enterprise Business Applications (EBA)** team.

The **Enterprise Business Applications** team is responsible for implementing and supporting mission and business critical commercial off the shelf (COTS) applications and services to promote the delivery of business services for Safety and Non-Safety agencies and departments across the City and County of Denver.

The **Associate Systems Analyst** will perform software gap analysis, perform application set-up and configuration, perform system and workflow analysis in preparation for on-boarding new applications into the Technology Services application support portfolio and supporting them. This position will implement workflow automation and coordinate the planning, development, implementation, configuration and customization of automated business systems. This position will have the opportunity to support applications in the Safety domain and the non-Safety domains. Occasional after hours support may be required.

This individual will need to be skilled at understanding and documenting technical and design related specifications and criteria from developers and other associated technical personnel using industry standard nomenclature. Similarly they will need to be skilled at gathering functional and other business related requirements from non-technical users and stake holders. This individual will also need to be skilled at problem resolution using critical thinking skills as this will be needed in providing support for various applications. The desired candidate should have strong interpersonal skills to help resolve user issues.

The Associate Systems Analyst should have a strong understanding of Object Oriented design concepts, particularly in relation to interface development at the middleware layer using SOA technologies among others. This individual must have a solid understanding of Quality Assurance methods as they will be responsible for writing and executing test plans/cases for black box, functional and regression testing. Additionally they will coordinate and document User Acceptance Testing (UAT). This position offers the opportunity to work with numerous internal and external organizations including City / County agencies, software vendors and technical / functional consultants.

The **Technology Services division (TS)** of the City and County of Denver is using state-of-the-art technologies and methodologies to deliver and improve the systems, applications and operations that we deliver to our Mile High City. TS supports the people, agencies and ideas that make the City and County of Denver a great place to live and work. The **City offers a unique opportunity** to work with a diverse business and technology environment on a large scale as we employ over 12,000 people, of which 9,000+ are daily technology consumers in support of a diverse population in excess of 500,000 citizens.

To apply for this position, please select the apply button at the top of this page, or visit <http://www.denvergov.org/jobs>

Job Responsibilities:

The formal job description is listed on our [web page](#) under Job Specifications for [Associate IT Systems Analyst](#).

Qualifications:

****All required Education and Experience as well as Preferred Qualifications must be displayed within the Work History section, Resume section or on an attached Resume to receive credit/consideration.****

Education Requirement:

Baccalaureate Degree in Computer Science, Information Systems, Business Administration, Mathematics or a related field.

Experience Requirement: (Must be displayed on Work History/Resume)

Two years of current, professional level experience performing IT Systems Analysis on integrated technology/systems.

Education/Experience Equivalency:

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements on a one year per one year basis.

Preferred Experience/Skills:

Previous experience as an analyst on a technical team with varied projects in multiple domains.

Previous hands on Object Oriented design experience.

Previous analysis experience within a SOA/Web Services environment.

Previous data driven scripting experience with Automated Test Tools.

Previous experience creating project artifacts, e.g., UML and Topology diagrams; requirements documentation; User Acceptance Test documentation etc.

Excellent communication skills.

Additional Information:

We offer a very competitive benefits package including:

Medical, Dental & Vision Plans (multiple programs)

Paid Time Off (combined vacation/sick leave)

Paid Holidays

Retirement (Pension Plan & 457 Deferred Comp Plan)

Flex Spending Account

RTD EcoPass Discounts

Parking Flex Cash

Life Insurance; Short-term and Long-term Disability Insurance

Flex Time

Wellness Center & Classes (Webb Building location)

Education & Training Classes (Webb Building location)

On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, VP fingerprinting, part of which is a criminal history.

Classification Title: Associate IT Systems Analyst CI1718

Working/Functional Title: Assoc. Systems Analyst

Pay Grade: 811-I

Compensation Range: \$59,618 to \$95,130

Agency: Technology Services

Testing: 100% Scored Supplemental

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiters: TS

Associate Network Security Engineer	Unlimited Regular	See Position Description	05/11/12	05/24/12
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Job Description:

We're looking for an **Associate Network Security Engineer** to join our team.

Come build our network security while you build your skills! And, do it in an environment rich with **funded leading technologies**, intriguing challenges and great opportunities.

Specifically, as a Security Network Engineer at City and County of Denver you will have a unique opportunity to apply your skills based on our environmental challenges as a major City and County organization. Our successful candidate will enjoy a robust role ranging from **design through operational maintenance** while interfacing with a great team and a range of stakeholders. This will include applying your expertise in: **route / switch, firewalls, intrusion detection / prevention, remote access, security policy administration, hacking security response, penetration testing and day-to-day operations.**

If you are an **experienced Cisco Security Network Engineer** who will enjoy the responsibility of making a real difference for the surrounding community while enjoying the privileges of employment with Denver (minimal -to-no travel, very competitive benefits, supportive environment) please read-on and present your qualifications.

Job Responsibilities:

Performs routine setup, installation and configuration of the network and firewall operating systems (including hardware and software) new software releases and upgrades via command line interface.

Creates and manages user directories and files on the network server platforms.

Monitors, tunes, diagnoses, and resolves routine to complex firewall and network system problems.

Troubleshoots, maintains, and repairs routine to complex problems with firewall and network system problems and complaints.

Performs backup and recovery operations and assists with capacity planning for firewalls and network systems.

Develops, tests, and implements routine to complex scripts to automate common functions or system operations.

Consults with users to identify existing system problems then evaluates and recommends various software and hardware solutions to meet user needs.

Performs other related duties as assigned or requested.

Qualifications:

Required Experience: (must be demonstrated on application/resume):

Two years current professional experience as a Network Security Engineer including:

- * Extensive knowledge & skill in Firewall security and route / switch
- * Cisco: applicants must demonstrate at least 1 years of in-depth Cisco PIX / ASA firewall experience
- * Route / switch experience must be specific to Cisco platform / hardware
- * Demonstrated knowledge / skill in applying general information security
- * Wireless security
- * Intrusion Detection / Prevention Systems (IDS/IPS)

Required Education: (must be demonstrated on application/resume):

Bachelors Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics or a related field

Equivalency:

Bachelors Degree in an unrelated field plus 30 semester hours of course work in IT will substitute for the minimum education requirement. -
OR- Appropriate education and experience may substitute for the minimum education and experience requirement.

Preferred:

- * CCNA certification highly preferred
- * Experience with OSPF, BGP, EIGRP and MPLS
- * Orion & Solarwinds tools
- * Prior knowledge/experience with Denver's: topology / safety topology / edge topology; security policies
- * URL filtering
- * Cisco in-building wireless
- * MARS
- * ACS Security AAA Server
- * EDGE
- * VPN
- * ACE
- * Packet Capture
- * Incident handling / procedures
- * Forensics
- * Security Design

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, FBI fingerprinting, part of which is a criminal history.

Classification Title: Associate IT Systems Analysts CI1448
Working/Functional Title: Associate Network Security Engineer

Pay Grade: 811-I

Compensation Range: \$59,618 to \$95,130

Agency: TS

Testing: Scored Supplemental

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation. Must complete CSA Supervisory training series before successful completion of probation.

Recruiters: TS

Boating Ranger

On Call Regular

\$14.51 - \$18.51 hourly

05/18/12

05/25/12

Job Description:

The City and County of Denver is seeking a **Boating Ranger** for the **2012 summer season**.

Denver's Aquatics Division provides the opportunity to work with a major Aquatics Program which is recognized nationally for outstanding performance. We operate 16 seasonal pools as well as 13 year-round indoor pools and provide on-site certification programs through the American Red Cross as well as monthly in-service training opportunities to keep our employees up-to-date on both skills and certifications. You can learn more about our Aquatics Division by visiting our [home page](#).

Denver's Parks and Recreation Department boasts one of the most expansive and diverse park systems in the Rocky Mountain West offering: more than 350 urban parks and parkways, 7 golf courses, one of the largest skate parks in the region, 14,000 acres of mountain parks, the Buffalo Bill Museum and bison herd and a Ropes Challenge Course. We also provide and manage 27 neighborhood recreation centers with 13 indoor and 16 outdoor pools that offer hundreds of affordable programs throughout the year to our community.

Job Responsibilities:

This position advises, schedules, collects fees, and enforces policies and procedures of all boating activities at a recreational site.

Qualifications:

Experience:

Requires one year or one season of experience (full or part time, paid or volunteer) participating in boating activities including a variety of boats such as canoes, kayaks, rowboats, sailboats, or motor craft.

License/Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application. License must be kept current as a condition of continued employment in this class.

Possession of current **American Red Cross certifications** in **First Aid** (adult/Infant/child), and **CPR/PR** (Cardiopulmonary resuscitation for the Professional Rescuer) at the time of application.

Copies of these certifications **MUST** accompany the application when applying. If certifications are not submitted at time of application, you will be automatically disqualified and will not be allowed to proceed further in the selection process.

Additional Information:

Please apply online at www.denvergov.org/jobs. You may attach or fax copies of your certifications to 720-913-5992, attention Boating Ranger.

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Boating Ranger CLASS#CG1844

Pay Grade: 323-Y

Agency: Parks and Recreation

Recruiter: LM

Building Engineer/HVAC Mechanic	Unlimited Regular	\$41,160 - \$60,067	02/22/11	Continuous
<p>Job Description: The City and County of Denver's Facilities Management Division is currently looking for a Building Engineer/HVAC Mechanic to support and assist at various facilities across the City and County.</p> <p>The Building Engineer/HVAC Mechanic will perform full performance work in the maintenance and repair of a variety of HVAC equipment requiring certification in the area of heating and ventilating, air conditioning and refrigeration, stationary engineering, steamfitting, and/or steam and hot water.</p> <p>Building Engineers/HVAC Mechanics are the primary technical staff for facility maintenance, emergency maintenance, minor electrical and plumbing testing and repairs in the facility. The ideal candidate will be proficient with Building Automation Systems/Direct Digital Control Systems. Overall competency with computers and associated business applications is highly desired.</p> <p>There will be daily interaction with tenants ranging from customers to employees of various Agencies across the City and County of Denver. As such having strong customer service and interpersonal skills will be crucial to success for this individual.</p> <p>The Facilities Management Division is part of the Department of General Services. The Department of General Services mission is to provide quality and value-added supported services to all our customers, internal and external, which will result in improved levels of service and efficiency in Purchasing, Facilities Management, Central Services and Energy/Sustainability operations.</p> <p>To apply for this position, please select the apply button at the top of this page, or visit http://www.denvergov.org/jobs.</p>				
<p>Job Responsibilities: Inspects facilities and equipment to determine installation, alteration, maintenance, and repair needs as permitted by the appropriate HVAC certification.</p> <p>Installs, maintains, and repairs equipment and machinery which may include some fabrication.</p> <p>Operates, maintains, and repairs high/low pressure steam/hot water boilers, pumping units vacuum pumps, boiler feed pumps and auxiliary equipment.</p> <p>Operates, maintains, replaces, and repairs commercial/industrial refrigeration and air conditioning systems, controls, and related equipment.</p> <p>Installs, replaces, and repairs forced air heating and duct work.</p> <p>Programs and updates automatic building system controls.</p> <p>Prepares working sketches and works from blueprints.</p> <p>Assists in the maintenance and repair work in a variety of other skilled trades areas.</p> <p>Plans and coordinates installation, maintenance, and repair work with other trades areas.</p> <p>Operates and maintains tools and equipment common to various skilled trades.</p> <p>Performs general plant and building maintenance repair.</p> <p>Maintains records and prepares reports; and, estimates materials, labor, and equipment costs.</p> <p>Observes all common safety practices.</p>				
<p>Qualifications: Experience Requirement: (Must be displayed on Work History or Resume)</p> <p>Completion of the length and type of work experience required for certification by the City and County of Denver as a Heating and Ventilating Journeyman, Refrigeration Journeyman or Stationary Engineer*</p> <p>* Requirements for these certifications can be found by clicking here.</p> <p>Education/Experience Equivalency:</p> <p>None.</p>				

Licensure and/or Certification: (Must be displayed in Work History/Resume)

Possession **prior to the end of the probationary period** of at least one of the following certificates **issued by the City and County of Denver**: Heating and Ventilating Journeyman, Refrigeration Journeyman or Stationary Engineer.

Possession of a valid driver's license at the time of application; and possession of a valid Colorado Class "R" Driver's License prior to the end of the probationary period.

Preferred Qualifications: (Must be reflected in Work History/Resume)

- * Professional Experience utilizing Building Automation Systems/Direct Digital Control Systems
- * Current Universal CFC License
- * BOMI Designation such as SMA, SMT
- * IFMA credential such as FMP, SFP
- * LEED Credential
- * IREM or BOAC designation
- * Professional HVAC experience on facilities exceeding 100,000 sq. ft. in size
- * Previous professional experience utilizing Automated Work Order systems
- * Proficiency in Microsoft Office Suite

Additional Requirements:

Must be willing and able to work at multiple facilities across the City and County of Denver.

Additional Information:

We offer a very competitive benefits package including:
 Medical, Dental & Vision Plans (multiple programs)
 Paid Time Off (combined vacation/sick leave)
 Paid Holidays
 Retirement (Pension Plan and 457 Deferred Compensation Plan)
 Flex Spending Account
 RTD EcoPass Discounts
 Parking Flex Cash
 Life Insurance; Short-term and Long-term Disability Insurance
 Flex Time
 Wellness Center & Classes (Webb Building location)
 Education & Training Classes (Webb Building location)
 On-site perks such as dry cleaning, mail service and lobby convenience stores

No relocation assistance is available.

Classification Title: HVAC Mechanic CT0139

Working/Functional Title: Building Engineer/HVAC Mechanic

Pay Grade: 619-T

Compensation Range: \$41,160 to 60,067

Agency: General Services

To Apply: please select the apply button at the top of this posting or visit www.denvergov.org/jobs

Testing: 100% Scored Supplemental

Probation: The successful candidate will be required to pass a background check, employment verification, education verification and complete a minimum six month probationary period (benefits will be active during this period including vacation) prior to attaining career status with the City.

Recruiter: TS

Communications UNPAID Intern DHS	Intern	See Position Description	07/23/11	Continuous
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Job Description:

Denver Human Services is currently seeking a **Communications UNPAID Intern** for the communications department. The Communications team is part of Administration and works on behalf of the entire agency to message the positive work of the agency to the public, promote the agency's various programs and initiatives, such as the GIVE Denver volunteer, donation and community partnership program and manage crisis communications to the media when necessary. Additionally, the Communications department is responsible for developing and

implementing internal and external communications strategies including marketing campaigns, staff initiatives and production of promotional materials.

The communications intern will assist the department with:

- Creating flyers, brochures, screensavers and other marketing materials
- Writing draft press releases, newsletter articles and other texts
- Coordinating events with program areas and external stakeholders
- Tracking media coverage of department issues

Qualifications:

- Student or recent graduate of an accredited college or university
- Major in Communications, Public Relations, Journalism, Organizational Communications or Business Administration
- Available 12-24 hours per week to work in office

Please note, this internship is unpaid, however, credit may be available from your institution of learning. Interested students should submit their resume and writing sample via e-mail to:

Revekka Balancier
 Communications Director
revekka.balancier@denvergov.org

Communications/Marketing Intern (Unpaid Intern)	Intern	\$0/Year	04/23/12	Continuous
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Job Description:

DO NOT APPLY ON-LINE. TO APPLY SEE INSTRUCTIONS BELOW.

The City and County of Denver's Department of Environmental Health (DEH) is seeking an intern to provide marketing & communications support for the divisions under DEH, including Animal Care & Control, Environmental Quality, Public Health Inspection, and Community Health and Decision Support.

Job Responsibilities:

Duties include assisting with the development and distribution of marketing materials such as flyers, posters, press releases, and related communications materials to support DEH's various divisions. Responsibilities will also include writing and editing newsletter/web material, Web site maintenance, planning special events and public outreach opportunities, working with staff and volunteers and establishing and maintaining social media network for the Denver Animal Shelter, and occasional staffing of off-site special events, including press conferences and pet adoption events.

Qualifications:

Must be enrolled in, or a recent graduate of a Baccalaureate degree program in a professional field specific to the department and/or work assignment, such as English, Marketing, Communications, or related field. Interest in environmental management and/or animal welfare a plus.

Required: Excellent customer service and writing skills. Comfortable with Microsoft Word and Excel and basic office equipment. Able to handle multiple projects and quickly changing priorities.

Preferences: Experience with graphic design software such as Photoshop, Photoshop Elements, InDesign, preferred but necessary.

Schedule: Part-time, flexible schedule.

Compensation: Unpaid. Will work with your college/university to accommodate the requirements of your school's internship program.

Additional Information:

DO NOT APPLY ON-LINE

PLEASE SEND RESUME, LETTER OF INTEREST AND SHORT WRITING SAMPLE TO: MEGHAN.HUGHES@DENVERGOV.ORG

DHS VOLUNTEER - Community Resource Navigator- Hunger Free Colorado	Intern	See Position Description	12/12/11	Continuous
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Job Description:

Denver Department of Human Services (DDHS) is seeking two full-time **Community Resource Navigators** for their Lobby. Under the supervision of our nonprofit partner, **Hunger Free Colorado**, the Volunteer Community Resource Navigator performs supervisory and administrative work in assisting the public through social service programs and facilitates their need for community resources, and services. The Volunteer Community Resource Navigator will be providing clients who are waiting in the lobby with application assistance for many

federal assistance programs and information on proper verifications. The Community Resource Navigator will also help to guide clients to the appropriate areas for their needs.

If you are interested in this volunteer opportunity, please visit the Giving and Volunteer Program at: www.denvergov.org/volunteer

For more information, DO NOT APPLY TO THIS POSTING, please visit: www.denvergov.org/volunteer

Job Responsibilities:

Willing to commit to 6 months (minimally), and a minimum of 4 hours per day, three days a week preferably (Must be consistent throughout the 6 months).

The purpose of this position is to ensure that clients receive assistance with their state program application, answers to questions regarding the programs and resources. The Community Resource Navigator will support populations and work as a partner in acquiring proper resources for walk-in clients.

The Community Resource Navigator has a working knowledge of social agencies to identify the appropriate programs, locate sources of support and navigate the process to assist the client in accessing services for assistance.

The Community Resource Navigator brings an unbiased opinion working with the agency and client to serve in the best interest of the client.

Direct Client Services: Identify support needs of families, youth, children, individuals and seniors and plan for appropriate services. The Community Resource Navigator will help answer questions regarding basic needs, such as LEAP payment assistance, food pantries, clothing banks, transportation, prescriptions, and all public assistance programs that clients may apply for through Denver Human Services. The Community Resource Navigator will work collaboratively with Denver Human Service internal staff, fellow volunteers, and refer to external community partners and agencies.

Resource Tracking Activity: The Community Resource Navigator should possess general computer skills, basic typing skills, the ability to navigate the Internet, possess excellent communication, be customer service oriented, be comfortable working with the general public, be detail oriented, the ability to multi-task, and have strong interpersonal skills. He or she must be culturally sensitive and sensitive to the needs of all clients. It is also very important that the volunteer be empathetic and understand the needs of internal and external customers and the Denver community. Client confidentiality must be maintained at all times.

Working Conditions: The Community Resource Navigator's office space will be located at the Denver Department of Human Services agency. The working hours may differ from time to time depending on the needs of the program. The available volunteer hours will be between Monday through Friday, 8:00 A.M. until 4:30 P.M.

Qualifications:

- This is at minimum a 12- hour up to full-time 40-hour per week commitment. **Knowledge and Skills Requirements:** The Community Resource Navigator must possess excellent written and communication skills. This position requires the volunteer to be bilingual.
- The successful candidates will possess strong knowledge of local community resources and services including federal assistance programs administered through the Department of Human Services and local charitable assistance programs.
- The Community Resource Navigator must be culturally sensitive and be comfortable engaging and working with a diverse population.
- Client confidentiality must be maintained at all times.
- Must possess excellent organizational skills and have the capacity to manage many challenging tasks and competing priorities.
- The Community Resource Navigator must possess a competent level of computer literacy.
- The Community Resource Navigator must be especially sensitive to the needs of all individuals seeking help and assist in helping the client to eliminate barriers to accessing any assistance programs they may qualify for.

Additional Information:

Recruiter: TG

This is an **unpaid volunteer** opportunity with Denver Human Services.

For more information, DO NOT APPLY TO THIS POSTING, please visit: www.denvergov.org/volunteer.

DHS VOLUNTEER - Community Resource Navigator-DHS Child Support Turn Around Program	Intern	See Position Description	05/10/12	Continuous
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Job Description:

General Description:

Denver Department of Human Services (DDHS) is seeking two full-time or four part-time Community Resource Navigators for their Community Services Program. Under the supervision of the Denver Human Services Program Coordinator, the Giving and Volunteer Program Resource Navigator performs clerical administrative work in assisting the program case workers who help the disadvantaged public

through social service programs .

This opportunity is with the Child Support Division under the Turn-Around Program, which tries to help individuals who have recently been released from incarceration navigate the Child Support system and find other resources.

Function:

The purpose of this position is to ensure that families, who are in need of basic needs and health services, are able to get their needs met from within the broader Denver community. The Resource Navigator will support case workers as they work with disadvantaged populations and works as a partner in acquiring proper resources for child support parents. The Resource Navigator has experience with and access to local social agencies to identify the proper channels, locate sources of support and navigate the process to ensure the parents get access to services required.

Job Responsibilities:

Working Conditions: The Resource Navigator's office will be located at the Denver Department of Human Services, Child Support Division section. The working hours may differ from time to time but we are looking for the Resource Navigator to commit to working 10 to 15 hours per week.

Job Description

Direct Client Services: Provide clerical and administrative support to case workers maintaining accurate community resource handbooks used to refer parents who have various barriers that prevent them from providing financial support to their children. The Resource Navigator will help compile data through research of community services available to parents who are felons. The Resource Navigator will work collaboratively with others in the direct-service program, including DDHS internal staff and volunteers and external community partners and agencies.

Client Advocacy: The Resource Navigator will perform outreach assistance through telephone contacts to advocate for parents with special needs to facilitate a connection between the referent and the receiving agency.

Resource Tracking Activity: The Resource Navigator must possess excellent computer skills and be proficient in M.S. Word, Excel, Access, and Outlook; Develops and maintains a resource database that will track services, resources, and programs currently being offered in the community.

Qualifications:

Knowledge and Skills Requirements: The Resource Navigator must possess excellent written and communication skills, be customer service oriented. The successful candidates will possess strong knowledge of local community resources and services including those provided by social service agencies and local assistance programs. The Resource Navigator should have prior experience with clients in a school or social service setting, education and crisis intervention. The Resource Navigator must be culturally sensitive and have experience in engaging and working with a diverse population. Must maintain confidentiality at all times. Must possess excellent organizational skills and have the capacity to manage diverse and challenging tasks and competing priorities. The Resource Navigator must possess a high degree of computer literacy. The Resource Navigator must be especially sensitive to the needs of disadvantaged families.

Additional Information:

Recruiter: TG

This is an **unpaid volunteer** opportunity with Denver Human Services.

ON-LINE APPLICATIONS ARE NOT ACCEPTED FOR THIS POSTING. If you are interested please contact Jessica Harris via email at Jessica.Harris@denvergov.org. For other volunteer opportunities, please visit: www.denvergov.org/volunteer.

DHS VOLUNTEER - Friday Night Out	Intern	See Position Description	04/27/12	Continuous
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Job Description:

FRIDAY NIGHT OUT

Date: 2nd and 4th Friday of every month

Time: 5 – 8pm

Location: Lowry Family Center - 4605 Paris street Denver Colorado 80219

Description: Friday Night Out is a respite opportunity for Resource Families twice a month. Denver Human Services in partnership with Lowry Family Center host 12 – 16 children/youth every second and fourth Friday of every month for a three hour time period that allows resource

families the opportunity to go out and have some fun while their foster children participate in child friendly activities with staff and volunteers. Volunteers will provide respite and do basic child care activities with the children/youth that participate in this event.

Additional Information:

This is an unpaid volunteer opportunity with Denver Human Services.

Applications are not being accepted online for this opportunity. To express interest, please contact Jessica Harris at Jessica.Harris@denvergov.org. For more information on this and other volunteer opportunities with DHS, please visit: www.denvergov.org/volunteer.

DHS VOLUNTEERS- Administrative Support Assistants	Intern	See Position Description	03/29/11	Continuous
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Job Description:

Denver Human Services (DHS) Giving and Volunteer Program has multiple opportunities for **clerical volunteers** within the Child Welfare and Family and Adult Services Divisions. In this posting, you will find brief descriptions of each volunteer opportunity, as well as hours needed and some experience requirements in order to fulfill the needs of the divisions.

If you are interested in any of these volunteer opportunities, please visit the Giving and Volunteer Program at: www.denvergov.org/volunteer.

For more information, DO NOT APPLY TO THIS POSTING, please visit: www.denvergov.org/volunteer.

Job Responsibilities:

Administrative Support, Child Welfare Division Liaison

General Description:

This position involves duties of basic clerical support such as filing confidential documents, file management, mailings and/or information distribution, scanning and other clerical duties as assigned.

Requirements:

Must have intermediate computer skills, have knowledge of Word, Outlook (scanning and email training will be presented on the job), must be able to communicate and work well with people. Must have two years clerical/administrative support experience, willing to commit to 6 months (minimally), and a minimum 4 hours per day three days a week preferably. Work days are Tuesday through Friday, 9 a.m. - 4 p.m., (must be consistent throughout the 6 months). Willing to learn new tasks.

Because of the sensitive and confidential information handled for employees, it is preferred the volunteer selected does not have any relatives or friends they know who may work in the Child Welfare Divisions. Confidentially agreement must be signed.

Veteran's Services Administrative Assistant

General Description:

In an effort to provide supportive assistance to Denver Human Services (DHS) staff, DHS is seeking a volunteer to perform a variety of tasks for the Veterans Services Office for a period of six to twelve months. The tasks will include returning phone calls to clients, setting appointments and other general clerical duties as assigned, such as copying, faxing and filing. These tasks will aid in providing fundamental support to the Veterans Services Office, which inevitably increases benefit access for the Denver community.

Requirements:

The volunteer must possess excellent communication, be customer service oriented, detail oriented, ability to multi-task, and have strong interpersonal skills. He or she must be culturally sensitive and sensitive to the needs of veterans, as well as disadvantaged families, youth, children, individuals and seniors. It is also very important that the volunteer be empathetic and understands the needs of internal and external customers and the Denver community. Confidentiality must be maintained at all times.

The volunteer must have knowledge of MS Word and Outlook in order to provide clerical support to the Veterans Services Officer and keep all appointments current.

The volunteer must possess excellent organizational skills and the ability to manage different and competing tasks and priorities. The volunteer must also be able to take initiative once trained on the processes

The hours will be Monday through Thursday, mornings only.

Administrative Support, Family and Adult Services Volunteers

General Description:

In an effort to provide supportive assistance to Denver Human Services (DHS) staff, DHS is seeking three volunteers to perform a variety of tasks for the Family & Adult Division for a period of six to twelve months. The tasks will include screening benefit applications for preparedness prior to processing, assisting with alphabetizing, and locating and routing files and paperwork to DHS processing staff. Other duties may include copying, faxing and making phone calls to clients. These tasks will aid in providing fundamental support to the overall benefit eligibility determination process, which inevitably increases benefit access for the Denver community.

Requirements:

The volunteer must possess excellent communication, be customer service oriented, detail oriented, ability to multi-task, and have strong interpersonal skills. He or she must be culturally sensitive and sensitive to the needs of disadvantaged families, youth, children, individuals and seniors. It is also very important that the volunteer be empathetic and understands the needs of internal and external customers and the Denver community. Confidentiality must be maintained at all times.

The volunteer must possess excellent organizational skills and the ability to manage different and competing tasks and priorities. The volunteer must also be able to take initiative once trained on the process of assisting FAD staff.

The hours will be Monday through Friday, 8:00 A.M. until 4:30 P.M.

Child Care Business Office Volunteers

General Description:

In an effort to provide supportive assistance to Denver Human Services (DHS) staff, DHS is seeking volunteers to perform a variety of tasks for the Child Care Business Office for a period of six to twelve months. The tasks will include clerical work such as copying, answering phones, preparing and sending mailings to child care providers, and other tasks that may come up. These tasks will aid in providing fundamental support for overall benefit access for the Denver community.

Requirements:

The volunteer must possess excellent communication and strong interpersonal skills. He or she must be culturally sensitive and sensitive to the needs of disadvantaged families, youth, children, individuals and seniors. It is also very important that the volunteer be empathetic and understands the needs of internal and external customers and the Denver community. Confidentiality must be maintained at all times.

The volunteer must possess excellent organizational skills and the ability to manage different and competing tasks and priorities. The volunteer must also be able to take initiative once trained on the process of assisting DHS staff.

The hours will be Monday through Friday, 8:00 A.M. until 4:30 P.M.

Spring Basket Assistance

General Description:

Our Spring Basket Drive has begun! Each spring, the social workers at Denver Human Services select needy children and elderly and disabled adults who are in dire need of spring gift baskets. This annual gift basket fundraiser reaches over 2,000 disadvantaged clients of Denver Human Services.

The children who receive our Spring Gift Baskets have been referred to our agency because they have suffered from or may be at risk for abuse and neglect. As our agency works with their parents and families to help them address these issues, this project allows us to bring a bit of joy into their lives. The importance of celebrating holidays and fulfilling special needs can often be overlooked or underestimated when clients face crisis situations. For a small number of our elderly and disabled who are isolated or homebound, a gift basket can really raise their spirits.

We will also be providing gifts to our clients who celebrate Passover. These will be children as well as the elderly or disabled, who are referred to us by their social workers.

Requirements:

We are looking for groups or individuals who can help our program by coming in to assemble Spring Baskets. These baskets will then be matched with referrals from social workers and delivered to clients' homes. This opportunity is available during the weeks of March 21 through April 8.

Additional Information:

Recruiter: TG

These are unpaid volunteer opportunities with Denver Human Services.

For more information, DO NOT APPLY TO THIS POSTING, please visit: www.denvergov.org/volunteer.

Department Controller- EXTENDED	Unlimited Regular	\$89,409 - \$142,678	03/15/12	Continuous
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Job Description:

The City and County of Denver's Department of Human Services (DHS) is seeking a highly qualified **Department Controller** to oversee the Financial Services Division (FSD).

FSD consists of City and State accounting and reporting, grants fiscal management to include federal and private grants, system reconciliations, bank reconciliations, revenue generation and maximization for all child welfare programs, Child Care and Child Welfare provider payrolls, internal financial controls over all DHS programs. The Department Controller reports directly to the Deputy / Executive Manager, and the direct reports include two Administrator I's(Financial) and two Accounting Supervisors.

The Department Controller is responsible for the Department's day to day financial operations, as well as planning and organizing its' operations, setting goals and objectives, handling personnel related issues, and providing guidance and leadership to staff.

The Department Controller is the City's representative to the Colorado Department of Human Services Fiscal Officers' Group, which addresses statewide fiscal issues, makes plans to adapt to program and fiscal changes and makes recommendations to the CDHS Finance Sub-PAC.

DHS provides assistance to people in need and/or to those who need protection from abuse and neglect in Denver. DHS serves families, abused and neglected children, adults, the elderly, homeless, veterans and others in need.

DHS Vision: Partnering with our community to protect those in harm's way and help all people in need.

DHS Mission: To provide team leadership and management to assure the delivery of high-quality, responsive human services formed through community collaborations and in partnership with city and state agencies, other counties, and federal programs.

Please visit www.denvergov.org/humanservices or click here, [Denver Human Services Home Page](#) for more information on DHS.

Job Responsibilities:

Develops long range and intermediate range plans to adapt to constant changes in program and fiscal rules, to maximize revenues for child welfare programs, and to ensure maintenance of financial controls.

Participates and contributes in the development of the Department's strategic plan by reviewing goals/objectives and aligning the future financial needs to the future resources available.

Directs and leads the development of FSD's strategic plan by setting the division goals and objectives to ensure the work is produced in a timely manner with quality and efficiency, along with customer focus.

Develops, implements and monitors intermediate and short term work plans intended to enhance accounting and financial reporting functions, and to increase revenues for Child Welfare programs.

Seeks alternative resources and promote innovations or changes to create fiscal efficiencies and realize cost savings at the division and department-wide levels.

Establishes and maintains relationships with internal staff, the city Controller's Office staff, community partners, and CDHS Accounting staff to address and work collaboratively on any opportunities and challenges that impact programs and customers.

Manages and directs subordinate staff; set priorities, share vision, provide general guidance and instruction on expected outcomes from the division strategic plan.

Delegates and reviews staff work for accuracy and alignment with the Department's mission, motivate and provide tools needed to staff for process enhancement.

Handles work related personnel conflict between direct and indirect subordinates.

Monitors and evaluates the progress of the short-term and long-term division plans to ensure they are meeting targets, otherwise recommend actions to adjust as necessary.

Bring forward any financial and accounting opportunities and challenges to the Department's executive management; work collaboratively with the program areas to develop recommendations to address those items.

Reviews the performance of staff to recognize good performance and identifies problems needing corrective actions.

Monitors the operation performance report to identify challenges and opportunities resulting in process and/or policy and procedure, technology changes for streamlining and productivity improvement.

Redistribute workload among units to provide better service.

Give financial approval on the division's contracts and purchase orders.

Approve coding decisions for reporting of all departments' expenditures.

Sets goals and objectives for each of the units managed; e.g. set revenue generation goals for Title IVE and SSI revenues.

Monitors the development of the new payroll reporting system and database being developed with Controller's Office and Technology Services to provide more efficient and accurate timekeeping and payroll reporting for all programs.

Provides management direction over DHS' Grants Fiscal Management with over 60 active grants.

Work directly with Division Directors and Program Administrators to identify the most clear and critical financial grant information needed.

Oversee fiscal analysis of all Child Welfare enhanced funding streams. (Title IVE, TANF MOE, SSI/SSA, and Parent Fees). Develop new strategies and processes to maximize each, given federal and state rule changes.

Assign the Peoplesoft coding for all revenue received.

Oversee reconciliations of all revenues to projections.

Review and certify internal controls over each DHS program and each direct grant, and identify internal control weakness and develop and implement corrective action plans.

Other duties as assigned.

Qualifications:

Education Requirement:

Baccalaureate degree in Accounting, Finance, Economics, Business Administration or a directly related field.

Experience Requirement: Three years at the type and level of agency controller or in a senior level administrative or operating capacity in the occupational field of which one year must have included budget/fiscal oversight responsibilities, financial reporting or internal controls and one year of establishing objectives and strategies for functional and/or operational area(s) programs and/or projects. Or three years of experience supervising professional employees in the controller's office, which must have included responsibility for operation and staff functions.

Licensure and Certification:

Certified Public Accountant Certificate (CPA) or Certified Government Financial Manager (CGFM).

Additional Information:

The City of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Classification Title: Department Controller

Pay Grade: 817 V

Compensation Range: \$89,409 to 142,678

Agency: DHS

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs.

Testing: Supplemental questionnaire

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: TG

Dept. Only - IT Supervisor - Network and Telecommunications	Unlimited Regular	See Position Description	05/15/12	05/21/12
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Job Description:

Department of Technology Services Recruitment Only: APPLICATIONS ARE ONLY BEING ACCEPTED FROM CURRENT Department of technology Services employees.

The City and County of Denver's **Technology Services Division** is looking for an **IT Supervisor** to join our dynamic organization.

The position supervises the **Voice and Data support** teams which perform vital support services for the network, phone systems and data center infrastructure connectivity. These functions support all agencies in the City and provide critical communication infrastructure to 250 locations.

The **Technology Services division (TS)** of the City and County of Denver is using state-of-the-art technologies and methodologies to deliver and improve the systems, applications and operations that we deliver to our Mile High City. TS supports the people, agencies and ideas that make the City and County of Denver a great place to live and work. The **City offers a unique opportunity** to work with a diverse business and technology environment on a large scale as we employ over 12,000 people, of which 9,000+ are daily technology consumers in support of a diverse population in excess of 500,000 citizens.

To apply for this position, please select the apply button at the top of this page, or visit <http://www.denvergov.org/jobs>

Job Responsibilities:

Develops contingency plans to cover various systems failure scenarios and applications software systems recovery and restoration procedures.

Performs project management for unit or function, which may include responsibility for contact and/or other personnel.

Consults with supervisor and others to help determine the unit's information technology goals.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.

Approves plans developed by subordinates for installation of computer operating systems, hardware, software and network systems, and resolves complaints about software and/or networks that cannot be resolved by subordinates.

Assists Manager/Director with or develops the budget for unit or section.

Interviews and selects staff reporting directly to this position and assists with other interviews as assigned.

Assists with or develops, recommends and coordinates the implementation of new standards, policies, and procedures for the assigned unit or function.

Initiates and recommends disciplinary action for employee as necessary.

The formal job description is listed on our [web page](#) under Job Specifications for [Information Technologies Supervisor](#).

Qualifications:

Education Requirement:

Bachelor degree in Computer Science, Information Systems, Business Administration, Mathematics, or a directly related field.

Experience Requirement:

Three years of current, professional information technology experience including at least one year at the senior level. Experience must include the following special qualifications:

* Three years of current, professional experience within a Voice/Data Network environment with Cisco solutions.

Experience in working at a senior level within an MPLS network environment.

Experience in supporting an Cisco IPT Phone system.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

Additional appropriate experience may be substituted for the minimum education requirement.

Licensure and/or Certification:

Completion of the Career Service Authority supervisory training course prior to completion of the probationary period.

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores
- Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, FBI fingerprinting, part of which is a criminal history.

Classification Title: IT Supervisor CI1563

Pay Grade: 816-I

Compensation Range: \$83,228 to \$132,847

Agency: TS

Testing: 100% Written Supervisor Exam

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation. Must complete CSA Supervisory training series before successful completion of probation.

Recruiters: TS

Deputy Manager of Aviation - Facility & Fleet Management DIA	Unlimited Regular	\$102,184 - \$163,062	02/13/12	Continuous
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Job Description:

Denver International Airport (DIA) is seeking our next **Deputy Manager of Aviation - Facility & Fleet Management (Executive)**.

This is an exceptional opportunity for an experienced executive to oversee and drive strategic implementations as we refine our airport facility and fleet operations. The selected individual will function as a member of the executive leadership team of the airport, as an executive liaison to the airlines and other tenants, oversee personnel operations, divisional safety programs, metrics development and formalize the asset/capital management program.

The **Deputy Manager of Aviation – Facility & Fleet Management** reports to the head of the airport, the Manager of Aviation, and will lead a

team of six Directors that manage approximately 500 employees and a \$125 million annual operating budget. Business operational areas include maintenance service contracts as well as the management, maintenance and repair for the following: airport facilities and structures; airfield operating areas; landside areas; vehicular fleet; maintenance control and services; safety systems; electrical, mechanical, HVAC, plumbing and power plant systems and equipment.

Denver International Airport is the 10th-busiest airport in the world, and the fifth-busiest airport in the United States. We offer an extraordinary opportunity as the scale of our operation spans 53 square miles, over 1.5 million square feet of terminal space, a 53 million annual passenger traffic load and North America's longest commercial runway at 16,000 feet. Additionally, we are breaking ground on a substantial project which includes a major hotel and commuter-rail station. As the nation's newest major airport and with the geographic size of our operation, we have the capacity to double in size and are well-poised for future growth as the portal for the Rocky Mountain Region and a key link for products and people in the world. DIA is one of the busiest hubs in the world and is the primary economic engine of the state of Colorado, generating \$22 billion for the region .

Besides our great location and people, as employees of Denver International Airport, we are privileged to enjoy progressive leadership, very competitive benefits and an environment that believes in supporting its employees as our slogan is, "Together We Soar." Our core values at DIA are transparency, collaboration, mutual respect and support, diversity, integrity, trust and organizational excellence. Our successful candidate will need to demonstrate that these are core operating principles upon which his/her career has been based as well.

Denver is known for great living: we enjoy over 300 days of sunshine and tout a population reflecting some of the healthiest, most highly-educated and vibrant people ranked in the US. We also have the additional benefit of our beautiful location being nestled against the Rocky Mountains.

We're looking for an accomplished, intelligent, experienced facility and fleet leadership executive who thrives in a complex, visible, expansive operational environment presenting a variety of opportunities and challenges. The ideal candidate will bring over five years of executive level maintenance management experience in a comparably sized operation, formal asset management program development/management, prior aviation/airline operational experience in a snow region, media relations/communications experience and familiarity with public sector/political organizations.

Interested? Please review the requirements of the role and present your qualifications for consideration by selecting the 'Apply' at the top of the posting.

Job Responsibilities:

The **Deputy Manager of Aviation for Facility & Fleet Management** reports to the Manager of Aviation and has the following responsibilities:

- Is a member of the airport's executive leadership team and works collaboratively to support the airport's overall strategic plan.
- Directs and manages the Facility & Fleet Division, and represents the division working with airport management and stakeholders.
- Works with customers with divergent priorities and sets priorities for moving forward. Provides advice to internal and external stakeholders with regard to maintenance related issues.
- Determines and implements the strategic initiatives, goals, and objectives of the Maintenance Division. Develops and establishes policies and procedures, performance standards, and operating guidelines.
- Ensures that work is performed in a manner that ensures the safety of our employees, stakeholders, and the traveling public.
- Leads the development and implementation of technical initiatives that will optimize employee productivity and the useful life of technical systems and equipment.
- Establishes sound business approaches for allocating and utilizing the division's resources.
- Develops and implements a succession plan and works to optimize the performance of staff through training and development initiatives.
- Implements a communications program that provides employees with airport, division, and industry related information on a routine basis.
- In coordination with the Operations Division, directs and manages snow removal program activities for the airport.

- Understands financial, political, and organizational implications of high profile matters while building trust and mitigating risk.
- Possesses a comprehensive understanding of aviation-related stakeholders and federally mandated regulations impacting DIA.

formal job description (Executive) can be reviewed via our website at: www.denvergov.org/jobs or by clicking [here](#).

Qualifications:

Required Education:

- Bachelors Degree in Business Administration, Public Administration, Aviation, Political Science, Engineering, Management or a related field.
- Equivalency: Additional appropriate experience may be substituted for the education requirement on a two-to-one basis. For example, eight years of additional experience need to be demonstrated to substitute for a Bachelors Degree.

Required Experience:

- Minimum of three years of management level work experience (experience must be above front line Supervisory level, such as: Manager, Director, VP and/or C-level) in the following:
 - Managing professional level staff
 - Budget and fiscal oversight responsibility
 - Evaluating business processes
 - Policy and decision making for planning and organizing multiple programs, projects, operations and/or functions
 - Snow removal program management, preferably at a medium to large airport

Preferred Experience (in addition to the Required):

- Facility maintenance management experience, preferably at an airport/airline
- Fleet maintenance management experience for a substantial size fleet
- Asset management program strategy, development and implementation
- Budget responsibility preference of \$50 million , minimum
- Experience working at a medium to large airport
- 5-10 years of experience managing supervisor level or higher staff
- Media/Communications experience representing an organization for hard copy and on-camera interviews during times of success and challenge

Our ideal candidate will possess experience and training above the minimum standards with a demonstrated successful record performing similar duties in an airport of comparable size to DIA or for a major airline with core values aligned to those of DIA.

Additional Information:

- Please be certain to attach a resume in MS-Word or PDF format.

Additional information on DIA and Denver:

- DIA website: www.flydenver.com
- City & County of Denver website: www.denvergov.org
- Living in Denver - Metro Denver website: www.metrodenver.org/living-here

- Living in Denver - Chamber of Commerce website: www.denverchamber.org/Page/livework

We offer a competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flexible Spending Accounts
- RTD EcoPass Discounts
- Life Insurance; Short-term and Long-term Disability Insurance
- Domestic Partner Programs
- Wellness Center
- Education & Training Classes
- Relocation assistance up to a maximum of \$7,500

Learn more about our benefits on our website at: www.denvergov.org or by clicking [here](#).

Please note the following:

- **FBI Criminal Background Check required:** an FBI criminal background check is required for all positions at Denver International Airport (DIA). Employees are also required to report any felony conviction and/or moving violations to maintain this clearance/be eligible for continued employment. A pre-employment drug test will be required and a physical may be required, by position.
- **Snow/Emergency Duties:** Denver International Airport is a 24/7/365 team operation. If weather conditions warrant or an emergency crisis occurs, all DIA employees can be required to work extended hours and/or shifts.

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Classification Title: Executive [CA1769]

Working/Functional Title: Deputy Manager of Aviation - Facility & Fleet Management Division

Pay Grade: 819A

Compensation Range: \$102,184 - \$163,062

Agency: Aviation - Denver International Airport (DIA)

To Apply: please select the apply button at the top of this posting/visit: www.denvergov.org/jobs

Testing: Supplemental Questions

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: KH

Deputy Sheriff Captain	Unlimited Regular	\$73,695 - \$97,874	05/14/12	05/25/12
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Job Description:

DEPARTMENT ONLY - This is a department only recruitment for current career service employees in the Denver Department of Safety who are eligible for promotion.

The City and County of Denver Sheriff Department is accepting applications to establish a list for current and future position vacancies for Deputy Sheriff Captain.

This position performs second level supervisory protective services work directing subordinate supervisors on an assigned shift and/or in a specialized unit in the Denver Sheriff Department.

Job Responsibilities:

Reviews, develops, or modifies work plans, methods, and procedures, determines work priorities and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions and promotes teamwork. Encourages regular communication, informs staff of relevant business issues, and their impact on the organization.

Directs the development of performance evaluation standards for employee development and training requirements managed within the guidelines set by management. Formally evaluates the work of subordinate supervisors and/or staff.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Resolves operational problems associated with the work function assigned, formulates tactical approaches to potential crisis situations, recommends modifications or new procedures as needed, and represents the Sheriff Department to other agencies, jurisdictions, and community groups.

Monitors overall prisoner activity, classification, accident/incident reports, property accounting, and time credit reports; meets with inmate representatives to make decisions about prisoner housing and legal disposition; orders inmate population counts, inspections, and searches; and notifies supervisors of critical incidents.

Prepares reports and correspondence for budget planning and other assigned matters.

Requires meeting certification standards and qualifications in the use of firearms and other tactical weapons.

By position, participates in planning and managing budget systems, prepares and presents budget recommendations to higher management, operates within budget parameters, and adjusts work plans/activities as a result of budget changes.

By position, may be assigned administrative duties in property impoundment and control or in court services or in other functional areas within the department.

By position, may perform Major level duties in the absence of the Major.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Qualifications:

Education Requirement:

Possession of a high school diploma or a GED Certificate plus 30 semester hours of coursework in Criminal Justice and/or core academic classes including math, English, social sciences, and/or science from an accredited college or university. (Coursework in Criminal Justice, Criminology, Corrections, and/or Business Administration is desirable).

Experience Requirement:

Three years of experience as a Denver Deputy Sheriff Sergeant.

Education/Experience Equivalency:

An additional year of experience as a Denver Deputy Sheriff Sergeant may be substituted for the minimum education requirement.

Additional appropriate education may be substitute for one year of the experience requirement.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application and for the duration of employment is required.

Additional Information:

Examination Scope: the examination will consist of a scored supplemental question review (20% of the total weight of a candidate's score) and an Assessment Center (80% of the total weight of a candidate's score).

The tentative date for the Assessment Center is the week of July 9th. The Assessment Center will be held at the Roslyn facility, at 5440 Roslyn St, Denver, CO.

HOW TO APPLY: Applicants must apply on-line at www.denvergov.org/jobs.

The on-line posting will open on Monday, May 14th, 2012 and close on Friday, May 25, 2012. **All applications and attachments must be received by Friday, May 25, 2012 at 11:59 p.m.**

Please Note:

- * Please be sure to print/save the **confirmation page** you receive upon successfully completing your online application.
- * You will receive an email notification immediately upon successfully submitting your application. Please contact CSA recruiting if you do not receive such an email.
- * Any current or previous disciplinary actions may be used in the consideration of applicants/candidates for this and any future promotional opportunity at any time during the selection process.
- * Assessment Center dates are tentative and preliminary and may change at any time.

If you have questions regarding the recruitment process, contact Timothy Smith at 720.913.5681 or email, tim.smith@denvergov.org

If you have questions regarding the testing process, contact Susan Maxfield at 720.913.5616 or e-mail susan.maxfield@denvergov.org

Director of Payroll	Unlimited Regular	\$78,235 - \$124,848	05/07/12	05/21/12
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Job Description:

The Controller's Office is seeking a Director of Payroll (Manager 2) to direct and manage the Payroll Division; an employee-oriented culture that emphasizes quality, continuous improvement, and high performance by developing objectives while implementing strategies and managing plans, programs, and projects.

The Controller's Office is responsible for the City and County of Denver's payroll, including the collective bargaining units. This includes management of payroll processes, compliance with all legal requirements, training and communication, management of the PeopleSoft HRIS system in partnership with Career Service Authority, and the Kronos timekeeping system. They perform payroll for @ 11,000 employees and contract employees.

Job Responsibilities:

- Manage Controller's Office Payroll Division; consisting of payroll operations, customer service and technology.
- Responsible for the strategic direction of the division.
- Responsible for the administration of all payroll systems, evaluating and integrating new technology.
- Develop a highly skilled management team to achieve established objectives.
- Direct and manage the functional implementation of PeopleSoft HRIS, Kronos, and any payroll related software applications across City agencies.
- Responsible for the development, implementation and maintenance of policies and procedures.
- Responsible for Compliance with all Federal, State and Local payroll regulations, including FLSA, IRS, Fiscal Accountability Rules etc.

- Serves on the Governance Boards for various projects and assists and advises Administration related to payroll-related issues

Qualifications:

Education: Baccalaureate degree in Accounting, Finance, Economics, Business Administration or related field.

Experience: Three years of management level payroll experience which includes experience working with HRIS systems.

Equivalency: Two years of professional level experience will serve as an equivalency to one year of education. (For example, if a Baccalaureate Degree is required, eight years of relevant experience can be substituted.)

Licensure and/or Certification: Completion of the Career Service Authority supervisory training course prior to completion of the probationary period.

Certified Payroll Professional Certification Preferred

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Classification Title: Manager 2

Pay Grade: 817 V

Hiring Range: \$89,409 - \$102,726

Agency: Department of Finance/Controller's Office

To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Testing: Scored Supplemental Questions

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: LCW

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Life Insurance; Short-term and Long-term Disability Insurance
- Domestic Partner Programs
- Wellness Center

No relocation assistance is available.

Engineer Project Controls - Limited	Unlimited Regular	\$63,569 - \$101,420	05/17/12	05/24/12
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Job Description:

The Public Works Department is seeking an Engineer (Limited term position through 12/31/14) with a strong knowledge of

experience in project management, transportation, storm and sanitary sewer design, and construction procurement processes to fill a vacancy in our Project Controls Office.

The Department of Public Works has earned Denver an international reputation as a beautiful city. Public Works employees have helped to build this reputation through the quality of our work; work that directly impacts the quality of our environment, transportation and construction. Public Works is a diverse department that shares one common goal, working to improve our quality of life in Denver.

Job Responsibilities:

Practice the principles, standards, requirements, and guidelines for Capital project plan review and coordination for the City and County of Denver.

Perform technical review of Transportation, Light Rail, Storm and Sanitary Sewer, Parks, Facilities or other Capital Improvement Project plans for compliance with City and County of Denver regulations. Prepare plan review comments. Maintain information database for the agency related to plan review comment and permit tracking. Meet with internal project managers, contract personnel, private citizens and other city staff to resolve plan review comments and minimize regulatory and field conflicts.

Master and perform regulatory approval and process coordination for Capital Improvement construction projects. Typical projects include either partial or complete construction of projects in the public right of way including transportation (roadway and light rail), storm and sanitary sewer systems, parks or city facilities, landscaping, bridges, drainage channels and utility facilities.

Perform project management for Capital projects as assigned; evaluate established project plans and goals, scope of work and schedules; perform design and constructability review including evaluation of project time frames, funding sources, cost estimates, and risk factors; evaluate code and standards compliance, monitor the progress and quality of a project; monitor projects for conformance to approved plans and contract documents through construction.

Coordinate and direct City policies and procedures with City departments, affected community and business organizations and/or other stakeholders. Assist or participate in preparing original department policy/ procedures, details, or other regulatory review or permitting standards.

Perform other duties as assigned.

Qualifications:

Education Requirement:

Bachelors Degree from an accredited college or university in Civil Engineering or a directly related field.

Experience Requirement:

Professional entry-level engineering work on small routine transportation and storm/ sewer construction projects or parts of large transportation and storm/ sewer construction projects under the direction of a licensed engineer.

The preferred candidate will have work experience in the areas of transportation and storm/ sewer construction projects, with a minimum of two years of experience in managing either public or private projects from design through construction and close out. Related technical writing and public presentation experience will be essential.

Licensure and/or Certification:

Registration as a Professional Engineer (PE) by the Colorado State Board of Licensure for Professional Engineers at the time of application. Registration as a Professional Engineer (PE) by another state will be accepted in lieu of this requirement providing the applicant is registered by the state of Colorado by the completion of the probationary period.

Possession of a valid driver's license at the time of application.

Possession of a valid Colorado Class "R" driver's license prior to the end of probation is required.

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Classification Title: Engineer

Pay Grade: 813 E

Agency: Public Works

To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Testing: Scored Supplemental Questions

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: LCW

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Life Insurance; Short-term and Long-term Disability Insurance
- Domestic Partner Programs
- Wellness Center

No relocation assistance is available.

Fitness Instructor - On-Call - Certified

On Call Regular

\$20.37/Hour

04/19/10

Continuous

Job Description:

Join the staff of Denver Parks and Recreation who are dedicated to the fitness of Denver's residents - make a difference in your community!

The City & County of Denver is seeking on-call Certified Fitness Instructors to join our team to fill openings at various recreation centers within Denver Parks and Recreation.

Job Responsibilities:

Provide instruction in various aerobic conditioning classes.

The successful candidate will be trained in modalities such as step aerobics, kickboxing, Hi/Lo aerobics, hip hop, Latin step, sports conditioning and interval training; and/or teach various strength training classes and should be trained in modalities such as muscle sculpting and toning using a variety of equipment; circuit training; core conditioning; Pilates and/or Yoga. Candidate must also have the ability to complete personalized health and needs assessments and develop exercise programming based on the personalized assessment results.

Qualifications:

Education: HS diploma or GED certificate required.

Experience: 200 hours of experience as an aerobics/fitness instructor in an organized, specialized recreation program.

Certification: Certification as an aerobics instructor, fitness trainer, martial arts, gymnastics, yoga or any fitness area as dictated by the opening by a nationally recognized organizations such as ACE, AFFA, IDEA, NESTA, AFTA, AIFE, NCSF, NAFC, etc. is required at the time of application.

Equivalency: Education and experience may be interchangeable except for certification in specialized area as required.

Certified Zumba instructors are highly desirable.

Copies of certifications are an important part of the process and must be submitted at time of application. Please fax copies of certifications to (720) 913-5992.

Additional Information:

Please apply online at www.denvergov.org/jobs

Copies of these certifications **MUST** accompany the application when applying. You may attach to application or fax to 720-913-5992, **Attn: Fitness Instructor**, or e-mail to Tyrone.Abeyta@denvergov.org

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Fitness Instructor - On-call - Certified

Pay Grade: 116-Z

Agency: Denver Parks and Recreation

Testing: 100% Experience and Education Evaluation

Recruiter: TA

Forensic Pathology Fellow	Intern	\$73,756.80 - \$73,756.80	01/01/11	Continuous
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Job Description:

The City and County of Denver's Office of Medical Examiner (OME) has a vacancy for **Forensic Pathology Fellow**. The Office of Medical Examiner investigates deaths that fall under state statute, and determines the cause and manner of death.

This position will assist in the performance of medicolegal autopsies, and the investigation of medicolegal deaths. This is a training position for a period of one year that will prepare the fellow for board certification in forensic pathology, and is sponsored by the University of Colorado School of Medicine.

The Denver Office of Medical Examiner is accredited by the Accreditation Council For Graduate Medical Education.

By the investigation of deaths that occur suddenly and unexpectedly, by any unnatural or traumatic means, or under suspicious circumstances, we certify the death and are responsible for subsequent testimony both in civil and criminal litigation. We actively participate in educational programs to enable health professionals as well as law enforcement officials to better understand mechanisms of trauma and sudden death.

Job Responsibilities:

Responsible for performing between 200 and 250 forensic autopsies. This includes evidence collection, photography and identification procedures.

Dictate autopsy findings, order and interpret tests and finalize medicolegal autopsy reports.

Provide information to office staff so that death certificates (DC) can be completed by the OME.

Meet or communicate telephonically as necessary to discuss the findings at autopsy and explain the cause of death to families, attorneys and other parties.

Testify in court or give depositions when called upon on cases performed by them in order to render opinions as to the cause of death in court proceedings.

Qualifications:

Education: Graduation from an accredited school of medicine or osteopathy.

Completion of ACGME (Accreditation Council for Graduate Medical Education) approved postgraduate residency program in anatomical pathology or anatomical pathology/clinical pathology by the date of the start of the fellowship term.

Must be eligible for medical licensure in Colorado, and board certified or board eligible in anatomic pathology or anatomic/clinical pathology by the date of the start of the fellowship term.

Additional Information:

To apply for this position, please select the apply button at the top of this page, or visit <http://www.denvergov.org/jobs>

In addition to completing the online application, please forward a copy of your resume to Dr. Amy Martin, Program Director at amy.martin@denvergov.org.

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Forensic Pathology Fellow #CD2300

Pay Grade: 401-D

Testing: 100% Scored Supplemental

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver.

Agency: Office of The Medical Examiner

Recruiters: TA

HVAC Service Technician / Refrigeration Journeyman - Denver International Airport	Unlimited Regular	\$41,160 - \$60,067	04/25/12	Continuous
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Job Description:

Denver International Airport (DIA) has an opening for an experienced **HVAC Service Technician / Refrigeration Journeyman** (HVAC Mechanic) to join our team of skilled tradesmen.

Do you enjoy working on large systems on a wide variety of heating and refrigeration systems? Looking to join a team working on world-class systems at a world-class airport? Does full-time work, great benefits and a relatively stable environment get your attention? If the answer is yes, we may be looking for you.

Our **HVAC Service Techs** focus on our heating/cooling systems with a heavy emphasis on refrigeration-based systems / air conditioning so we need someone with in-depth experience working on compressors/condensers. We are looking for dedicated, reliable people who will work day, evening or night shifts which includes weekends and holidays as we are a 24/7/365 operation; additionally, when the snow flies our team joins in for snow duty to operate the related equipment.

Our **HVAC team** provide complete HVAC support for an around the clock commercial aviation operation on a large campus with buildings of various sizes and uses. There is a diverse portfolio of HVAC systems, including roof top units, split systems, dedicated computer room air conditioning and water chillers. Commercial level experience with both high and medium pressure refrigerants in a variety of settings is preferred.

Denver International Airport is the 10th-busiest airport in the world, and the fifth-busiest airport in the United States. We offer an exceptional opportunity as the scale of our operation spans 53 square miles, over 1.5 million square feet of terminal space, a 50 million annual passenger capacity and North America's longest commercial runway at 16,000 feet. Additionally, we have broken ground on a substantial expansion project which includes a major ground transportation component involving commuter-rail. *Together We Soar* is our slogan – come join one of the most progressive airports in the country that believes in building business and employee success.

Interested? Please review the required qualifications and submit your application/resume for consideration.

Job Responsibilities:

- Inspects facilities and equipment to determine installation, alteration, maintenance, and repair needs as permitted by the appropriate HVAC certification.
- Installs, maintains, and repairs equipment and machinery which may include some fabrication.
- Operates, maintains, and repairs high/low pressure steam/hot water boilers, pumping units vacuum pumps, boiler feed pumps and auxiliary equipment.
- Operates, maintains, replaces, and repairs commercial/industrial refrigeration and air conditioning systems, controls, and related equipment.
- Installs, replaces, and repairs forced air heating and duct work.
- Programs and updates automatic building system controls.
- Prepares working sketches and works from blueprints.
- Assists in the maintenance and repair work in a variety of other skilled trades areas.
- Plans and coordinates installation, maintenance, and repair work with other trades areas.
- Operates and maintains tools and equipment common to various skilled trades.

- Performs general plant and building maintenance repair. Maintains records and prepares reports; and, estimates materials, labor, and equipment costs.
- Observes all common safety practices.
- By position, participates in snow removal duties and/or critical incident response.
- Performs other related duties as assigned or requested.

The formal job description is listed under Job Specifications (HVAC Mechanic) on our website: www.denvergov.org/jobs

Qualifications:

Required Education:

- High School Diploma or GED Certificate

Required Experience:

- Four (4) years of refrigeration field installation experience in an apprenticeship or on-the-job training program with a minimum of 7,000 hours of completion **-OR-**
- Refrigeration Journeyman Certification issued by the City & County of Denver

Required Licensure / Certification:

- City & County of Denver **Refrigeration Journeyman Certification** by completion of six month probationary period
- Environmental Protection Agency (EPA) **CFC Universal Technician Certificate** by completion of six month probationary period
- Valid **Driver's License** at the time of application
- **CDL 'B'** Colorado issued Driver's License by the completion of six month probationary period (we have on-site CDL training / testing)

Additional Information:

Please note the following:

- **FBI Criminal Background Check/Drug Test/Physical required:** an FBI criminal background check is required for all positions at Denver International Airport (DIA). Employees are also required to report any felony conviction and/or moving violations to maintain this clearance / be eligible for continued employment. A pre-employment drug test will be required and a physical may be required, by position.
- **Shift Work / Snow Duties / Emergency Incidents:** this position does require shift work as DIA is a 24/7/365 operation (includes nights, weekends and holidays). Mandatory extended/additional shifts can be required and is expected. Additionally, this position is required to work mandatory snow duties which vary and can include nights, weekends and holidays.
- **Certifications for City & County of Denver** information can be found at website: www.DenverGov.org
- **Refrigeration Journeyman C&CD Certification** link: [Refrigeration Journeyman Certification](#)

DIA Website: www.flydenver.com

Denver Website: www.denvergov.org

Denver Open Jobs: www.denvergov.org/jobs

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays

- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Domestic Partner Programs
- Wellness Center & Classes
- Education & Training Classes
- No relocation assistance is available

Classification Title: HVAC Mechanic CT0139

Working/Functional Title: Refrigeration Journeyman

Pay Grade: 619T

Compensation Range: \$41,160 - \$60,067

Hiring Range: \$

Agency: Aviation, Denver International Airport (DIA)

To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Testing: Supplemental Questions

Probationary Period: The successful candidate will be required to pass a background check, employment verification, education verification and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Recruiter: LF

Heavy Equipment Service Technician	Unlimited Regular	\$32,954 - \$48,092	05/15/12	06/04/12
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Job Description:

This is an excellent opportunity to work your way up within Fleet Management and the City. We have a series of jobs with progressively more complex duties starting with this position Heavy Equipment Service Technician, the next level is Associate Heavy Equipment Mechanic, the next level is Heavy Equipment Mechanic, the next level is Lead Heavy Equipment Mechanic and then Heavy Equipment Mechanic Line Supervisor.

Job Responsibilities:

Inspects equipment brought to shop for structural integrity and other potential safety and maintenance problems.

Repairs or replaces worn parts not requiring major mechanical work. Identifies and reports to supervisor any major problems requiring mechanical attention.

Inspects primary and auxiliary operating systems for loose and worn parts, hydraulic systems for faulty cylinders, hoses, or fittings, and air systems.

Inspects equipment for proper fluid levels, adds fluid as necessary, and replaces filters.

Replaces air compressor filters and air lines.

Lubricates auxiliary attachments, suspensions, moving parts, and wearing surfaces on equipment.

Removes, repairs, and replaces wheels and tires on equipment.

Responds to emergency road service on tires, tubes and wheels of specialized and heavy-duty automotive equipment, utilizing hydraulic jacks and lifts.

Removes and replaces sealed beam lighting units, light bulbs, light bars, and fuses.

Operates all types of vehicles and equipment to servicing and storage areas.

Washes and steam cleans equipment and cleans work area.

Observes all common safety practices.

Participates in snow removal duties as assigned.

Performs other related duties as assigned or requested.

Qualifications:

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

One year of experience in the maintenance of gasoline or diesel powered vehicles.

Experience Equivalency:

Completion of six months of full-time vocational training in automotive or diesel repair may be substituted for the minimum experience requirement.

Licensure and Certification:

Possession of a valid driver's license at the time of application.

You will be required to possess a valid Colorado Commercial Driver's License CDL "A" prior to the end of the probationary period. Some positions may require a Hazardous Materials endorsement prior to the end of probation.

Some positions require possession of an ASE airbrake certification mandated by federal regulations by the end of probation.

You will provide and replace hand tools.

We provide an annual tool, uniform, and shoe allowance.

Additional Information:

HIRING PROCESS

Applicants who meet the minimum qualifications will be invited to take a written test; soon after the job posting close date. Testing location: Webb Building 201 W. Colfax, Denver CO. Applicants who pass the written test will be referred to Public Works Fleet Maintenance for review, and interview selection. It is possible that not all candidates who pass the test will be interviewed.

The applicants selected for interview can expect a lengthy practical (hands on) exercise and verbal interview (4 to 6 hours). A release of liability waiver and background check authorization are presented to the applicants at the time of the interview for review and signature. Job offers are contingent on passing a background check and physical.

Information provided on the application/resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

To apply for this position, please select the Apply button and the top of this page, or visit <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Target hiring salary will be \$35,258

Classification Title: Heavy Equipment Service Technician

Pay Grade: 614-T

Agency: Public Works

Testing: 100% Written Exam

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation.

Recruiters: LCW

IT Service Desk Supervisor

Unlimited Regular

See Position Description

05/15/12

05/30/12

Job Description:

The City and County of Denver's **Technology Services Division** is looking for an **IT Technician Supervisor** to join our team.

The **IT Service Desk Supervisor** manages a team who addresses technical and IT support requirements, and resolves IT-related issues for the majority of the city workforce in a timely manner. The supervisor will provide daily direction, administration and oversight (scheduling, employee performance, documentation, process improvement, etc.) of our **24/7 service desk**. Additionally this individual will provide direction and oversight for immediately addressing urgent and critical issues and outages.

The **Technology Services division (TS)** of the City and County of Denver is using state-of-the-art technologies and methodologies to deliver and improve the systems, applications and operations that we deliver to our Mile High City. TS supports the people, agencies and ideas that make the City and County of Denver a great place to live and work. The **City offers a unique opportunity** to work with a diverse business and technology environment on a large scale as we employ over 12,000 people, of which 9,000+ are daily technology consumers in support of a diverse population in excess of 500,000 citizens.

To apply for this position, please select the apply button at the top of this page, or visit <http://www.denvergov.org/jobs>

Job Responsibilities:

Supervises professional information technology staff to ensure accomplishment of assigned duties and responsibilities through delegation of work, priority determination and work review.

Performs staff scheduling to ensure adequate 24x7 Service Desk coverage.

Maintains and implements the Critical Incident processes to cover various systems failure scenarios and applications software systems recovery and restoration procedures.

Monitors IT Service Management system and follows up with assigned personnel to ensure the timely resolution of incidents and work requests.

Ensures that daily, weekly and monthly Key Performance Indicators (KPIs) and status reports are completed and continually modified to meet the needs of the department.

Performs project management for unit or function, which may include responsibility for contact and/or other personnel.

Consults with supervisor and others to help determine the unit's information technology goals.

Develops the Performance Evaluation Program (PEP) for functions within the unit, monitors and documents employee performance, provides on-going feedback regarding levels of performance, and formally evaluates employees in relation to performance.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.

Evaluates new service desk-related system hardware configurations, installations, software, and vendor packages for items such as feasibility, user compatibility, performance, cost, making purchase recommendations based upon those results and may also negotiate contracts.

Solves problems and makes decisions on a daily basis relative to Service Desk responsibilities. Ensures that effective Service Desk representation takes place for the coordination of work processes and projects with other teams, departments and agencies.

Assists supervisor with or develops the budget for unit or section.

Interviews and selects staff reporting directly to this position and assists with other interviews as assigned.

Assists with or develops, recommends and coordinates the implementation of new standards, policies, and procedures for the assigned unit or function.

Initiates and recommends disciplinary action for employee as necessary.

By position, may perform system/network administration and/or software development.

Performs other related duties as assigned or requested

Qualifications:

Education Requirement:

Bachelor degree in Computer Science, Information Systems, Business Administration, Mathematics, or a directly related field.

Experience Requirement:

Three years of professional IT Service Desk experience including at least one year at the senior level. Experience must include the following Special Qualifications.

- * Three years of recent, professional experience utilizing an IT Service Management Application (HEAT, Remedy etc.)
- * Three years of recent, professional experience utilizing a Call Center system and reporting upon telephone usage and queue metrics.

Education/Experience Equivalency:

Additional appropriate Education/Experience may be substituted for the minimum Experience/Education requirement. There are no equivalencies for the required three years of professional IT Service Desk experience or the Special Qualifications.

Preferred Qualifications:

- * Previous professional supervision of a Service Desk environment.
- * Understanding of ITIL principles.
- * Previous technical experience in a Municipal/State/Federal environment.

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Flex Time
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, VP fingerprinting, part of which is a criminal history.

Classification Title: IT Tech Supv CI1661

Working/Functional Title: IT Technician Supervisor

Pay Grade: 810-I

Compensation Range: \$55,764 to \$88,985

Agency: Technology Services

Testing: 100% Scored Supplemental

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education

verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiters: TS

Information Security Manager	Unlimited Regular	\$77,847 - \$124,266	04/12/12	Continuous
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Job Description:

The **Information Security Manager** reports to the EA Director and has accountability for the professional teams supporting cyber security. The Information Security Manager has direct responsibility for customer relationship management with all internal and external customers at the City and County and forms long-term relationships with different business divisions, with the various customers and with strategic vendors. The Information Security Manager oversees the work performed by staff and contractors, establishes scope, assists with the development of work plans, assigns work, and provides guidance and mentoring to the team.

The Information Security Manager is also responsible for establishing, implementing, validating, and continually improving upon the strategic roadmap. This position participates in City and County's Technologies' Enterprise Architecture Authority and must understand and be able to articulate the standards and principles that guide decision making for solutions architecture.

The Information Security Manager evaluates risk throughout the organization, will be responsible for recommending mitigation strategies and informing Technology Services of risks associated with current systems and future planned systems. The Information Security Manager must ensure that Technology Services' main governance body has sufficient data points and information required to facilitate business decisions related to cyber security issues. The Information Security Manager is also expected to have an eye on emergent security threats and technologies and to conduct research about how those threats relate to the business, what solutions the business should consider.

A key role of the position is also to manage the PCI-DSS compliance systems at the City/County and thus must work with external vendors and understand regulatory compliance matters such as PCI-DSS, CJIS and HIPAA. This position will also be responsible for addressing all audit findings impacting cyber security. This position is required to work with Federal, State and local Government entities including the Federal Bureau of Investigations among others.

The **Technology Services division (TS)** of the City and County of Denver is using state-of-the-art technologies and methodologies to deliver and improve the systems, applications and operations that we deliver to our Mile High City. TS supports the people, agencies and ideas that make the City and County of Denver a great place to live and work. The **City offers a unique opportunity** to work with a diverse business and technology environment on a large scale as we employ over 12,000 people, of which 9,000+ are daily technology consumers in support of a diverse population in excess of 500,000 citizens.

To apply for this position, please select the apply button at the top of this page, or visit <http://www.denvergov.org/jobs>

Job Responsibilities:

Governance

Assists with or provides guidance on the development of policies and procedures to maintain consistency and incorporates necessary changes for compliance with federal and state regulations.

Creating and leading teamwork oriented organizational cultures through communication and collaboration with information technology and with business stakeholders.

Policies and Standards: Develops and audits current information security policies and procedures utilized throughout the City and County to ensure compliance with any applicable federal and state laws and regulations.

Provides consultation and advice to information technology managers and other professionals throughout the City and County on information security issues.

Compliance

Oversee the City and County's PCI-DSS, CJIS and HIPAA compliance program

Researches current and/or proposed federal and state laws and regulations, industry trends and best practices in the field of information security to determine their applicability to the City and County's information technology operations.

Risk Management

Analyzes and evaluates all aspects of enterprise information security risk including projects, systems, information security architecture, disaster plans, etc.

Manages risk according to industry standard practices such as NIST 800-53, CERT, or ISO-27005.

Communicates information security policies and procedures to information technology managers and other professionals at the department and agency levels.

Provides training to information technology professionals at all organizational levels on relevant federal and state laws and regulations, information security policies and procedures, and industry trends and best practices.

Other related duties as assigned or requested.

Qualifications:

REQUIRED EDUCATION:

Baccalaureate degree in Computer Information Systems, Computer Science, Mathematics, Business Administration, Public Administration, or a related field.

REQUIRED EXPERIENCE:

Three years of professional level information technology experience which included the performance of duties most of the following areas: information security architecture, information security procedures and controls, physical security, attack & penetration testing, application testing, information security program gap analysis and incident response

Experience MUST include the following special qualifications (SQ's):

- * Three (3) years of current professional experience within enterprise level information security architecture coordinating information security procedures and controls, physical security, attack & penetration testing, application testing, information security program gap analysis and incident response.
- * Developing and implementing of enterprise architecture and security governance models; and developing and monitoring performance and risks metrics in support of the security program.
- * Developing and planning 3-5 year management goals and objectives with road maps. Execution of the security program and accountability for program and project budgets and communicating strategic goals to leadership.
- * Mitigating information security risk and issues using a blend of internal and external technology solutions through contracts and vendor management as well as internal resources).
- * Design and implementation of risk assessment methodologies and programs in accordance with appropriate industry standards.
- * PCI and regulatory compliance including assessment of control effectiveness, and management of third party audits.

EDUCATION/ EXPERIENCE EQUIVALENCY:

Two years of the appropriate type and level of experience will serve as an equivalency to one year of education. (For example, if a Baccalaureate Degree is required, eight years of relevant experience can be substituted.)

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Wellness Center & Classes (Webb Building location)

Education & Training Classes (Webb Building location)
On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, FBI fingerprinting, part of which is a criminal history.

Classification Title: Information Security Manager
Working/Functional Title: Information Security Manager
Pay Grade: 815-I

Compensation Range: \$77,847 to \$124,266

Agency: Technology Services

Testing: 100% Scored Supplemental

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation. Must complete CSA Supervisory training series before successful completion of probation.

Recruiters: TS

Infrastructure/Systems Architect [UPDATED]	Unlimited Regular	\$77,847 - \$124,266	01/05/11	Continuous
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Job Description:

The **Technology Services Division** of the City and County of Denver is looking for an **Infrastructure/Systems Architect**. This Infrastructure/Systems Architect will be responsible for the efficiency of the network systems which maintain the crucial infrastructure of the **City and County of Denver**.

The **Infrastructure/Systems Architect** will perform full performance information technology work in the planning, designing, developing, and monitoring of information systems (specializing in Linux/UNIX, IT Security, and to a lesser extent, Windows, Active Directory, and VMware Virtual Environments) utilized throughout the entire City and County of Denver.

They will evaluate the current architecture, establish best practices and make recommendations to ensure long term stability and scalability for the architecture. This individual will be required to partner with various stakeholders, sponsors, individuals from the business and technical communities across the City/County and participate in Enterprise Architecture working groups that will provide information to both the Enterprise Architect and Executive Team.

The **Technology Services division (TS)** of the City and County of Denver is using state-of-the-art technologies and methodologies to deliver and improve the systems, applications and operations that we deliver to our Mile High City. TS supports the people, agencies and ideas that make the City and County of Denver a great place to live and work. The **City offers a unique opportunity** to work with a diverse business and technology environment on a large scale as we employ over 12,000 people, of which 9,000+ are daily technology consumers in support of a diverse population in excess of 500,000 citizens.

To apply for this position, please select the apply button at the top of this page, or visit <http://www.denvergov.org/jobs>

Job Responsibilities:

Plans, designs, and implements City/County wide information systems including: operating systems, software, and hardware; plans, designs, and implements information systems for an agency on a project basis.

Researches and evaluates new technologies within the Information Technology industries that may include the following:

- To assess current practices for compliance with City and County information systems requirements,
- To anticipate Denver's future information system needs,
- To develop solutions to address current and future information system needs, and
- To create process improvements and controls.

Works closely with customers and colleagues to identify opportunities to utilize information systems to:

- Improve business processes,
- Promote the strategic use of information, and
- Enable seamless access to information.

Analyzes budget implications and technical requirements associated with implementing new system technologies or upgrading existing system technologies.

Works with customers to assess and make recommendations on:

- Information system needs and requirements,
- Impacts on the budget associated with implementing new system technologies or upgrading existing system technologies, and possible alternatives to meet information system needs.

Coordinates disaster recovery plans which include: designing, testing, and overseeing system maintenance protocols.

Designs and builds prototypes and working models of complex and/or new elements of an information system then directs colleagues with the development, execution, and review of test plans and results.

Trains colleagues on new information system technologies and requirements related to administration and operations.

Builds and implements monitoring and maintenance protocols of information systems, including:

- Tracking errors and data movements,
- Configuring software and hardware,
- Maintaining optimum system capacity levels,
- Developing dependency models to be used in risk management, and
- Maintaining consistent system standards agency/citywide.

Performs and documents system back-up and recovery or directs others to do so.

Writes or modifies software programs including analysis, writing specifications and code, program installation and documentation for use with multi-application, multi-user database systems.

Coordinates and monitors the troubleshooting of information systems on daily basis.

Coordinates with vendors the documentation and application of solutions to information system problems.

Develops and maintains a problem reporting system that includes: establishing a communication plan to alert users of the problem and monitoring the resolution of the problem.

Assists in the resolution of critical information system problems and complaints.

By position, may coordinate work activities and assign duties on a project basis.

Qualifications:

Education Requirement:

Baccalaureate Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a related field.

Experience Requirement: (Experience must be displayed in Work History or on Resume)

Three years of professional information technology experience installing, maintaining, and/or modifying operating system and/or network operating system software and associated hardware. Experience **MUST** include the following Special qualifications (SQ's):

* Minimum of two (2) years current, professional level experience in designing and implementing enterprise level systems and scalable solutions in Linux/UNIX.

* Minimum of two (2) years current, professional level experience in designing and implementing Server management tools, including centralized configuration tools, monitoring tools, and management tools.

Education/Experience Equivalency:

Additional appropriate education and experience may be substituted for the minimum education and experience requirement. There are **no equivalencies** for the Special Qualifications (SQ's)

Licensure and/or Certification:

By position, may require a license or certification as it relates to the specific area of application.

Preferred Experience/Skills

- * Proxy Server Administration
- * Strong Documentation Skills
- * Linux Administration
- * Previous Network/Systems Architecture experience
- * Previous SAN/NAS architecture and administration experience
- * Experience with EMC storage technologies and systems
- * vSphere/VMware ESX/VMware View
- * Citrix
- * Red Hat Linux

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, FBI fingerprinting, part of which is a criminal history.

Classification Title: IT Systems Architect

Working/Functional Title: Infrastructure/Systems Architect

Pay Grade: 815-I

Compensation Range: \$77,847 to \$124,266

Agency: Technology Services

Testing: Scored Supplemental

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation. Must complete CSA Supervisory training series before successful completion of probation.

Recruiters: TS

Institution Food Steward	Unlimited Regular	\$33,597 - \$49,038	11/23/11	Continuous
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Job Description:

The **Denver Sheriff Department** has immediate openings for **Institutional Food Stewards** at the **Denver County Jail** and the **Downtown Detention Center**. This recruitment is being held to establish a list of eligible candidates for both **Regular Fulltime** and **On-Call*** positions.

The essential duties include leading and training inmate helpers in high volume food preparation and food service work at the County Jail and Downtown Detention Center, including proper sanitary procedures and food preparation security. They maintain security of food preparation, issue kitchen utensils to inmate helpers, assign inmates to specific work areas and conduct shakedown of inmate helpers for contraband. Another essential function is food safety and food quantity.

Stewards are responsible for daily reports of inspections, supplies on hand, safety and security incidents, special diets and tracking total meals served. The kitchen is over 28,000 square feet, and supervision of inmates is needed in all areas. Previous experience operating a forklift is preferred.

The County Jail is located at 10500 Smith Road and the Downtown Detention Center is located at 490 W. Colfax Ave.

The Denver Sheriff Department is the **third largest criminal justice agency in the State of Colorado** and is responsible for the care, custody and transport of prisoners for the City and County of Denver. The department is comprised of three divisions.

Successful candidates must complete and pass a background investigation that encompasses the applicant's employment and criminal history.

NOTE: Food preparation experience in Retail Restaurants, Catering, Buffets, Hotels, Banquet halls, Sporting Venues, Churches or private residencies is not applicable toward the required two (2) years of institutional food preparation.

*** On-Call status = A position in which the incumbent works as needed. On-call positions may have routine or variable work patterns and are generally filled to accommodate seasonal or short term activities in various city agencies. (Effective June 8, 2007; Rules Revision Memo 19C, CSA Rule #2).**

Job Responsibilities:

This position leads and trains inmate helpers in high-volume food preparation and food service work in the Denver County Jail and the Downtown Detention Center, including proper sanitary procedures and food preparation security.

Reviews planned menu with supervisor and ensures that sufficient food quantity is on-hand at mealtime. Prepares daily reports of inspections, supplies on hand, safety and security incidents, special diets and total meals served.

Leads and trains inmates in sanitary procedures used in an institutional kitchen and monitors inmate performance and work area cleanliness to ensure compliance.

Maintains security of food preparation area by issuing kitchen utensils to inmate helpers, assigning them to a specific work area and conducting shakedown of inmate helpers for contraband.

Prepares reports justifying replacement of inmate helpers based on job performance and security infractions.

Escorts inmate helpers to and from areas outside the kitchen such as the trash site or the food delivery area.

Qualifications:

Education Requirement:

Graduation from high school or possession of GED Certificate

Experience Requirement:

Two (2) years of current, professional experience in food preparation for a large, institutional establishment such as military, correctional, healthcare or educational facility.

NOTE: Food Service experience in Retail Restaurants, Catering, Buffets, Hotels, Banquet halls, Sporting Venues, Churches or private residencies is not applicable.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement.

NOTE:

Applicants MUST be willing to work amongst prisoners.

This position requires the occasional lifting of objects weighing 50 or more pounds.

*****Our facilities are 24x7 operational environments, so applicants MUST be willing to work evenings, holidays and weekends.*****

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Life Insurance; Short-term and Long-term Disability Insurance
- Wellness Center & Classes
- Education & Training Classes (Webb Building location)

No relocation assistance is available.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

NOTE: Food preparation experience in Retail Restaurants, Catering, Buffets, Hotels, Banquet halls, Sporting Venues, Churches or private residencies is not applicable toward the required two (2) years of institutional food preparation.

Classification Title: Institution Food Steward CS0478

Pay Grade: 614 S

Agency: Denver Sheriff Department

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: TS

Investment Portfolio Administrator - Treasury	Unlimited Regular	\$64,030 - \$102,177	04/23/12	05/21/12
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Job Description:

The City and County of Denver's Treasury Division of the Department of Finance is seeking an accomplished portfolio investment professional to manage 6 separate portfolios totaling \$2 billion for the City and County of Denver, including Denver International Airport and be responsible for all investment functions including budget projections, modeling, cash flow analysis, funding and reporting. This position also supervises one Senior Financial Management Analyst and oversees a contracted Investment Manager/Advisor.

Job Responsibilities:

- Manage investment activities of 6 portfolios including budget projections, funding and reporting
- Work directly with all city agencies to continually identify funding requirements to create and implement cash flow modeling and analysis
- Coordinates CFO's Investment Advisory Committee relations and meetings, including presentations, preparation of agenda, documents and communications
- Oversee investment manager/advisor services, including contract, assigned duties and reporting
- Supervise Senior Financial Management Analyst and related performance requirements

Qualifications:

Education Requirement:

Baccalaureate degree in business administration, finance, economics or related field. Master's degree or industry related certification is preferred.

Experience Requirement:

A minimum of three years (more is highly desirable) of diversified fixed income investment experience of a portfolio of at least \$100 million, including forecasting, modeling, budget analysis, and demonstrated strong verbal and written communication skills.

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Classification Title: Financial Management Specialist

Pay Grade: 812 V

Agency: Department of Finance, Treasury Division

To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Testing: Scored Supplemental Questions

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: LCW

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Life Insurance; Short-term and Long-term Disability Insurance
- Domestic Partner Programs
- Wellness Center

No relocation assistance is available.

Lead Internal IT Auditor	Unlimited Regular	\$59,897 - \$95,585	05/15/12	06/04/12
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Job Description:

The City and County of Denver Auditor's Office is seeking a Lead Information Technology (IT) Auditor. Under the direction of a supervisor, this position performs auditing work applying generally accepted government auditing standards (GAGAS) and maintains independence and objectivity while conducting studies and performance audits of IT general controls, information systems, and processes of City departments and contract providers. In addition to performing fieldwork, this position acts as an in-charge auditor and monitors the work of assigned IT auditors.

Job Responsibilities:

Applies experience and knowledge of CobiT, Government Auditing Standards (Yellow Book), FISCAM or other generally accepted auditing standards and frameworks in the development of IT audit work programs in order to evaluate financial and operational records for adequacy of internal controls, compliance with policy, Denver Revised Municipal Code (DRMC) rules and regulations, Denver City Charter, applicable statutes, and/or professional best practices.

Conducts IT audits of all aspects of information technology management including, but not limited to, governance, risk management, information security, network operations, application development, application systems, project management, and vendor management.

Performs audit fieldwork and also acts as an in-charge auditor, determines work priorities and develops work schedules to provide adequate staff coverage, as well as, assists the IT Audit Supervisor with evaluation and quality control over Senior IT Auditors.

Designs various auditing and accounting tests, including data analytics (ACL) and other audit software tools, to independently support audit tasks and to determine the reliability, integrity and internal control of the financial and operational systems for compliance and performance purposes.

Prepares audit reports with recommendations for corrective action applying professional judgment and interpretation of applicable rules and standards. Demonstrates superior writing skills in portraying technical topics in ways that are understandable to the general public.

Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Evaluates organizational operations and/or program results for potential areas of improvement such as operational efficiency, technology optimization, decreased turnaround times, streamlining of processes, and improved customer service with the goal of providing maximum value for resources expended.

Examines accounting records such as general ledgers, asset/liability records, revenue/expense accounts, source documents, revenue and expenditure agreements, and payroll journals to verify that transactions have been properly recorded and are in compliance with the DRMC and other applicable City rules and regulations.

Determines the extent of compliance with policies and procedures by investigation of accounting irregularities and errors.

Gathers, examines, and analyzes information about organization to be audited for performance to learn best practices and performance benchmarks that are applicable to that organization.

Maintains electronic work papers, schedules, and reports and provides documentation (in TeamMate) to support audit findings and recommendations.

Provides department support for TeamMate, ACL, and other audit software tools. Supports other audit projects with data analytics.

Advises City personnel of appropriate application of Career Service Authority rules, Executive Orders, Fair Labor Standards Act, Family Medical Leave Act, collective bargaining contracts, Generally Accepted Accounting Principles and fiscal accountability rules.

Performs other related duties as assigned or requested.

Qualifications:

Education Requirement:

Baccalaureate Degree in Accounting, Finance, Business Administration, Public Administration, Information Technology or a directly related field.

Experience Requirement:

Three years of experience functioning as a professional auditor, or a directly related position in an Information Technology organization, such as information security administration, network administration or data analytics; performing analysis of information technology operations and/or systems and providing recommendations for solutions.

Additional appropriate education may be substituted for one year of the minimum experience requirement.

The successful candidate will have, in addition to the above:

Experience evaluating IT general controls and application and process controls; practical experience conducting data analysis using software tools such as ACL; current IS/IT audit certification (CISA, CISSP, GIAC etc.) or progress toward a certification.

Minimum two years functioning in a leadership role, with an emphasis in Information Technology.

Graduate level work a plus.

Superior IS/IT audit, leadership, and communications skills.

Ability to work independently and as a member of a team.

Strong verbal and written communication skills.

Licensure and Certification:

Possession of a valid driver's license at the time of application.

Possession of a valid Colorado Class "R" driver's license prior to the end of probation is required.

Additional Information:

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

To apply for this position, please select the Apply button and the top of this page, or visit <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Lead Internal Auditor CV2240

Pay Grade: 811-V

Agency: Auditor's Office

Testing: 100% Scored Supplemental

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation.

Recruiters: LCW

Lifeguard On Call	On Call Regular	\$8.65 - \$11.81 hourly	03/22/12	Continuous
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Job Description:

The City and County of Denver, Parks and Recreation, **Aquatics Division** is seeking **Lifeguards** for indoor and outdoor pools for the 2012 summer season and for year-round roles.

Our summer season begins in June and runs through August. The days and shifts vary depending on the pool location for both summer season and year-round roles. Come join the team for the summer or for a career!

Lifeguards perform public safety and recreational work supervising, swimming and enforcing regulations at municipal pools.

Denver's Aquatics Division provides the opportunity to work with a major Aquatics Program which is recognized nationally for outstanding performance. We operate 16 seasonal pools as well as 13 year-round indoor pools and provide on-site certification programs through the American Red Cross as well as monthly in-service training opportunities to keep our employees up-to-date on both skills and certifications. You can learn more about our Aquatics Division by visiting our [home page](#).

Our **Department of Parks of Recreation** also offers leadership opportunities for seasonal and year-around positions for the outstanding employee interested in management opportunities as well. Our Aquatics employees can be involved in a variety of programs with participants including parent-tot classes, learn to swim programs, swim teams for area youth and ongoing aqua fitness programs.

Interested? At the City & County of Denver you have the opportunity to work for a progressive public sector organization while building the community around you. Please review the qualifications and click the 'Apply' button at the top of the posting and/or visit: www.denvergov.org/jobs.

Job Responsibilities:

- Observes and patrols pool and enforces safety regulations
- Assists swimmers from water when in danger
- Performs resuscitation and first aid when appropriate
- Assists Advanced Lifeguard with teaching preschool level children
- Some positions may coach swimming teams

- Some positions may perform minor maintenance work on pool equipment
- Some positions provide counter work as assigned
- The formal job description (Lifeguard) is listed under Job Specifications on our website:
- May perform other related duties as assigned or requested

www.denvergov.org/jobs

Qualifications:

Required Qualifications:

- Must be at least 15 years of age

Required Certifications (at time of application):

Please attach copies of the required certifications to your application.

- American Red Cross - Lifeguard Training Certification
- American Red Cross - First Aid (adult/infant/child) Certification
- American Red Cross - CPR/PR (Cardiopulmonary resuscitation for the Professional Rescuer)
- American Red Cross - AED (Automatic External Defibrillator) Certification

Preferred Qualification:

- Bilingual ability in English/Spanish is a plus, but not required

Additional Information:

Please note: Please attach copies of the required certifications to your online application.

Don't have the required certifications?

- If you do not have the required certifications but are interested in obtaining them, please call The American Red Cross at 303-722-7474 or Denver Parks and Recreation at 720-865-0660 to pursue them.

Testing:

- These positions do require applicants to test on-site which will include in-pool performance testing such as CPR, Swimming and Rescue (active, passive and spinal).

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Classification Title: Lifeguard - On Call [RG2401]

Please note that these are On Call positions and do not have benefits available.

Pay Grade: 111Z

Agency: Parks and Recreation

To Apply: please select the apply button at the top of this posting/visit: www.denvergov.org/jobs

Recruiter: LM

Testing: Supplemental Questions & On-site Performance Testing

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Loan and Grant Processor - Office of Economic Development	Unlimited Regular	\$18.87 - \$27.54 hourly	05/14/12	05/21/12
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Job Description:

The **Denver Office of Economic Development (OED)** is dedicated to advancing economic prosperity for the City of Denver, its businesses, neighborhoods and residents. Working with a wide variety of community partners, OED operates to create a local environment that stimulates balanced growth through job creation, business assistance, housing options, neighborhood redevelopment and the development of a skilled

workforce.

As a **Loan and Grant Processor (LGP)** you will routinely place outbound collection calls to delinquent account holders. As such, the ability to effectively and comfortably communicate by telephone will be a must have quality. The candidate must have excellent internal and external customer service. Additionally, the LGP will maintain loan packages including collateral documents. They will perform a variety of loan support activities working closely with the Strategic Investment group.

Job Responsibilities:

Performs initial creation of loan files and ensures all file documentation meets federal, state, and local rules and regulations pertaining to small business and housing financing and grant programs.

Prepares files for project close-out, collaborates with fiscal staff on close-out procedures and to reconcile loan balances; assures completion of all project file documentation.

Provides information to potential borrowers and explains programs.

Provides fiscal staff with any loan/grant changes and/or modifications. Develops, creates, maintains, and modifies computer records and/or reports utilizing a variety of software programs.

Specific Duties:

Collections:

- Contact delinquent accounts via phone, email, regular post
- Late Fee Processing
- Schedule monthly collection meetings (book room, run reports, create agenda)
- Communicate and work with loan specialists regarding work outs

Correspondence

- Memos to borrowers – biannual, maturing loans, late memo
- Create and Send – remittance slips, current balances, 10 day demand letter, welcome letters, final payment
- Forms: Intent to Redeem, Bankruptcy Proof of claim

Collateral

- Set up live document files
- Record live document files with Clerk and Recorder/Public Trustee
- Record/Release UCC Filings

Renew/Release original documents

Filing

- Create files
- Organize project files after closing

Reports

- Ad hoc collection report
- Inventory of live documents
- Assist with 1098 year end
- Inventory reports

System use: PORTFOL

- Enter – Collateral
- Address book maintenance

Qualifications:

Education Requirement:

Associates Degree in Business, Finance, Accounting, or a related field.

Experience Requirement: (Must be demonstrated on Work History/Resume)

Two years of current, professional financial support work. Experience **must include** the following special qualifications:

A minimum of one year of current, professional experience with collections of delinquent funds.

A minimum of one year as a processor within the lending industry or other related field; i.e., real estate, title insurance, or banking.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements on a year for year basis. There are no equivalencies for the special qualifications

Locksmith	Unlimited Regular	\$36,021 - \$52,552	03/02/12	Continuous
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Job Description:

The **Denver Sheriff Department** is currently accepting applications for a **Locksmith** to join its Maintenance Division. This position will work at various locations including the County Jail and the new Van Cise Simonet detention facilities. Because this position does work in the detention facilities, the selected individual will be working around detainees/inmates. Our Maintenance Department is a 24 hour a day, 7 day a week operation so applicants must be flexible and willing to work various shifts.

This skilled position installs, repairs, and maintains all types of locks and security systems which includes lock-opening and modifications. In addition, the position involves:

- working with electronic records detailing the lock and key inventory and physical locations
- Operating key-cutting equipment
- Creating and executing a preventive maintenance schedule for doors, gates, and detention hardware

Applicants must be able to install and repair lever-tumbler and mortise locks as well as various other types of detention equipment. CML (Certified Master Locksmith) rating and experience with MIWA or similar locking systems is highly desirable.

The County Jail is located at 10500 Smith Road and the Downtown Detention Center is located at 490 W. Colfax Ave.

Successful candidates must complete and pass a background investigation that encompasses the applicant's employment and criminal history.

Job Responsibilities:

- Plans, installs, repairs and maintains all types of locks, including electrical exit, remote control devices, door locks, padlocks, elevator locks, emergency exit doors, and security lock systems at various levels of security.
 - Knowledge of locksmithing, including electrical and security, systems sufficient to be able to plan, install and maintain locks.
- Recodes locks which involve changing pins and tumblers to avoid a breach of security.
 - Skill in recoding locks.
- Maintains detailed records of coding locks and logging all work done on each lock. May utilize a computer to maintain key control information.
 - Skill in maintaining and organizing files, records and documents.
 - Skill in filling out forms and completing paperwork related to the work assignment.
- Maintains inventory and orders necessary parts, replacement locks, pin keys and key blanks.
 - Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.
- Formulates new lock systems for new and expanding departments.
 - Knowledge of locksmithing, including electrical and security, systems sufficient to be able to plan, install and maintain locks.
- Disassembles faulty locks using hand tools, replaces defective or worn parts, cleans and lubricates parts, reassembles, and tests

locking devices.

- Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.
- Skill in using hand tools and equipment common to maintenance and repair work.
- Knowledge of locksmithing, including electrical and security, systems sufficient to be able to plan, install and maintain locks.
- Some positions assist in maintenance and repair work in a variety of skilled trades work.
 - Skill in understanding and applying oral, written, illustrated for demonstrated instructions.
- Performs other related duties as assigned or requested such as general facility and tool maintenance/repair.

Qualifications:

Required Experience:

- **Two years** of experience setting-up, installing and maintaining large key systems.

Required Education:

- Graduation from high school or possession of a GED certificate
- Equivalency: Additional appropriate education may be substituted for one year of the minimum experience requirement.

Required Licensure:

- Possession of a valid Colorado Class 'R' Driver's License at the time of application

Preferred:

- CML (Certified Master Locksmith) rating/certification
- Experience with MIWA or similar locking systems

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Wellness Center & Classes
- Education & Training Classes (Webb Building location)

Please apply online at <http://www.denvergov.org/jobs>

No relocation assistance is available.

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Locksmith CT0141

Pay Grade: 6161-T

Agency: Denver Sheriff Department

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active

during this time) prior to attaining Career Status with the City.

Recruiter: TS

On Call Driver/Heavy Equipment Operator - Snow Operations DIA	On Call Regular	\$25.00 hourly	05/18/12	Continuous
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Job Description:

Are you an experienced **Driver / Heavy Equipment Operator** looking for some part-time work? If the answer is yes - we may be looking for you!

Denver International Airport is hiring **part-time on-call Heavy Equipment Operators** for airside and landside snow removal. These are "On Call" positions. That means that when the snow flies, we'll start calling this list of people to come lend a hand.

We're looking for people experienced with heavy equipment snow removal such as: Brooms, Tractors, Loaders, Blowers, Graders, Pushers, Sanders and Plows (single & tandem). Ideally, candidates will have prior snow removal experience and have minimal obligations preventing short-notice call-outs for two shifts: 3:00 A.M. to 3:00 P.M. -and/or- 3:00 P.M. to 3:00 A.M. Since this position requires the use of highly specialized heavy equipment at a busy airport, on-site training will be provided.

This job posting will be open continuously as we will be hiring in waves for the upcoming snow season.

Interested? Please review the required qualifications and submit your application/resume for consideration.

Job Responsibilities:

- Performs snow removal using various heavy equipment
- Performs inspections of equipment to ensure proper working order, which includes checking fluid levels and leaks, conditions of hoses and belts, tire pressure, brakes, lights, and other related mechanical components as required by the City and/or the Colorado Department of Motor Vehicles
- Assists in the preventive maintenance of equipment such as adding oil, greasing zerks and joints, changing bulbs, and changing air filters, etc.
- Operates heavy construction and earthmoving equipment in all environments for which the equipment is used
- Completes daily work reports and paperwork as required
- Observes all safety practices associated with the operation of equipment, and common hand and power tools
- Performs other related duties as assigned or requested

The formal job description is listed under Job Specifications (Heavy Equipment Operator CJ1931) on our website: www.denvergov.org/jobs

Qualifications:

Required Experience (must be demonstrated on application):

- **Two years operating at least two different types of heavy equipment** including, but not limited to: Broom, Tractor, Loader, Skidsteer, Crane, Blower, Grader, Pusher, Sander, Airfield Equipment, Runway Broom, Runway Deicer, Single/Tandem Axle Dump with Plow, Track Loader, Asphalt Compactor/Vibratory

Required Education (must be demonstrated on application):

- High School Diploma or GED Certificate

Equivalencies (if relevant, must be demonstrated on application):

- 700 hours of Heavy Equipment Operator differential -OR-
- Three years of experience as an Equipment Operator / Equipment Operator Specialist with City & County of Denver

Required Licensure:

- Possession of a valid Colorado CDL (Commercial Driver's License) "B" with appropriate endorsements at the time of application
- Some positions may require possession of a valid Colorado CDL "A" with appropriate endorsements at the time of application
- License must be kept current as a condition of employment in this class

Additional Information:

Please note the following:

- **FBI Criminal Background Check required:** an FBI criminal background check is required for all positions at Denver International Airport (DIA). Employees are also required to report any felony conviction and/or moving violations to maintain this clearance / be eligible for continued employment.
- **Pre-Employment Physical:** A pre-employment physical/drug test is required.
- **Shift Work / Snow Duties / Emergency Incidents:** this position does require shift work as DIA is a 24/7/365 operation (includes nights, weekends and holidays). Mandatory extended/additional shifts can be required. Additionally, this position is required to work mandatory snow duties which vary and can include nights, weekends and holidays.
- This position will be **posted continuously** until all positions are filled for the upcoming snow season. Hiring for these positions will happen in waves over several months.

DIA Website: www.flydenver.com

Denver Website: www.denvergov.org

Denver Open Jobs: www.denvergov.org/jobs

Classification Title: Heavy Equipment Operator (CJ1931)

Pay Grade: 616J

Compensation: \$25 per hour plus shift differential

Agency: Aviation

To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Testing: Supplemental Questions / Performance

Background Check/Drug Testing: Candidates must pass a drug test, criminal background check, license verification, a 10 year employment verification and education verification. These checks *WILL BE* conducted, candidates who fail to pass these checks *WILL BE DISQUALIFIED*. Additional checks may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: SG/KH

Oracle PL/SQL Developer - Human Services	Unlimited Regular	See Position Description	05/15/12	05/28/12
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Job Description:

The City and County of Denver's **Department of Human Services** is seeking skilled and qualified candidates for the position of **Oracle PL/SQL Developer** in the Data Operations unit. This is a great opportunity for someone to serve as a technical go-to person in hands-on development, ad-hoc reporting, data modeling, and data system design.

Additionally, this Senior IT Systems Analyst will retrieve, analyze and report critical business data from various City, County, State and Federal data sources. Optimizing how this data is stored, mined and structured will be a key component to the success of the Data Operations team.

The Data Operations Team is a part of the **Performance Improvement and Accountability Division** within the of DHS. The mission of Data Operations is to support Denver Human Services by providing comprehensive business analysis, systems requirement development and report writing.

Job Responsibilities:

Database development with PL/SQL

Access data from state systems using Business Objects, Oracle, Crystal Reports.

Work with end users to develop business requirements and specifications for system projects and changes.

Develop performance reports, assists in code development, query writing and validation.

Serve as a database system design and development resource for internal application projects.

Provide support for existing internal data systems including: troubleshooting application errors, modification of application source code through error resolution or scheduled changes, review and modification of database objects.

Participating in management team work groups.

Coordinating with Technology Services on IT projects.

Monitoring projects using Data Operations project management templates and processes.

Documenting development activities including source code, and SQL.

Qualifications:

****All required Education and Experience as well as Preferred Qualifications must be displayed within the Work History section, Resume section or on an attached Resume to receive credit/consideration.****

Education Requirement:

Baccalaureate Degree in Computer Science, Information Systems, Business Administration, Mathematics or a related field.

Experience Requirement:

Three years of professional level experience working on an integrated technology software system development and/or production support team.

Two years of this experience must have included performing project lead work for routine projects and/or projects that are limited in scope as a member of cross-functional teams to address and analyze business requirements and data systems issues, along with other developmental aspects of assigned projects.

Experience **must include** the following special qualifications (SQ's):

- * Minimum of three (3) years current professional experience with hands on database development experience with PL/SQL.
- * Current professional experience creating/executing complex SQL queries to include Inner/Outer and Multiple table joins.
- * Current professional experience creating triggers/stored procedures with PL/SQL.

Education/Experience Equivalency:

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements.

Preferred Qualifications:

Previous experience with CBMS, TRAILS, ACSES
Crystal Reports
Data Mining
OLAP
Database Tuning
Data Access Layer (DAL) development
T-SQL/MS SQL Server development
Business Objects report writing and universe development
Experience with large data systems and data warehouse methods

Additional Information:

We offer a very competitive benefits package including:

Medical, Dental & Vision Plans (multiple programs)
 Paid Time Off (combined vacation/sick leave)
 Paid Holidays
 Retirement (Pension Plan & 457 Deferred Comp Plan)
 Flex Spending Account
 RTD EcoPass Discounts
 Parking Flex Cash
 Life Insurance; Short-term and Long-term Disability Insurance
 Wellness Center & Classes (Webb Building location)
 Education & Training Classes (Webb Building location)
 On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Classification Title: Senior Information Technologies System Analyst
Working/Functional Title: Oracle PL/SQL Developer
Pay Grade: 813 I
Compensation Range: \$68,139 to \$108,729
Agency: Denver Human Services
To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs
Testing: Preferred Qualification Scoring

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.
Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.
Recruiter: TS

Professional Occupations Intern I - Posting Extended	Intern	\$13.21 - \$13.21 hourly	05/15/12	05/23/12
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Job Description:

The Office of Economic Development is seeking applicants for the position of Professional Occupations Intern I for intern level work performing supervised duties for the recruiting, training and job coaching for the Youth Employment Program (YEP) participants.

The Youth Employment Program (YEP) provides employment and training services that assist in addressing the educational, job readiness and career exploration goals of Denver youth who are enrolled in the OED-Division of Workforce Development programs. Our goal is to increase basic skills proficiency, job preparedness and post-secondary education services for those youth.

This is a **Limited Internship** with a projected end date of **August 31, 2012**.

Job Responsibilities:

This position will provide job coaching to youth participants. Job coaching will consist of maintaining job files, monitoring of attendance and progress, assisting in problem solving, providing Job Readiness Training classes, collection and distribution of payroll. Interpret, analyze and perform data verification/entry on multiple databases.

Assist in the program recruitment, enrollment eligibility, payroll and orientation process.

Have ability to present and train large groups of prospective enrollees.

Work with budget and payroll.

Attend necessary trainings.

Performs other related duties as assigned.

Qualifications:

Education Requirement: (Must be demonstrated on application/resume):

- * Completion of six (6) credit hours of college and must be currently enrolled in a college program leading to a Baccalaureate Degree in Human Services, Social Services, Psychology, Education or related field.
- * Enrollment must be in a learning institute that is accredited through the Higher Learning Commission.
- * Continued enrollment in a college program is a condition of employment with the City.
- * A legible, official copy of an applicant's college transcript should be submitted along with the application to receive college credit. Transcripts **MUST** be electronically attached to the online application in order to be considered.

Applications that do not include the transcript will not be considered

Experience:

None

Equivalency:

None

Additional Requirements:

All Intern positions require the applicant to have the ability to travel, work some evenings and Saturdays. Positions are part time- 20-24 hours per week.

Additional Information:

No relocation assistance is available.

Please apply on-line at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies which includes a criminal history review.

Classification Title: Professional Occupations Intern, TA1593

Pay Grade: 404-A

Agency: Office of Economic Development

Testing: 100% T&E

Recruiters: LM

Program Administrator - Create Denver	Unlimited Regular	\$49,038 - \$78,235	05/15/12	05/30/12
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Job Description:



Arts and Venues Denver (AVD) is looking for a **Program Administrator** to join its dynamic organization. The Program Administrator provides leadership in developing and executing AVD's creative sector initiative, **Create Denver**. The mission of Create Denver is to strengthen the overall health and vitality of Denver by supporting the growth and development of the creative sector including individual artists and creative enterprises such as film, music, art galleries, art districts, fashion and graphic design. The ideal candidate will have deep knowledge of Denver's creative sector as well as previous experience developing and administering programs and policies that support the economic health of this business cluster.

Arts & Venues Denver works to enhance Denver's quality of life and economic vitality through premier public venues, artwork, and entertainment opportunities. They are also responsible for the acquisition, construction, maintenance, repair, management and operation of the City's public assembly facilities. Arts & Venues oversees many of Denver's most sophisticated, high-profile facilities: **Red Rocks Park & Amphitheater**; the three largest venues in the **Denver Performing Arts Complex**: the **Ellie Caulkins Opera House** in the **Newton Auditorium**, the **Buell Theater** and **Boettcher Concert Hall**, plus the historic **Denver Coliseum**, **Colorado Convention Center** and **Crossroads Theater**.

To apply for this position, please select the apply button at the top of this page, or visit <http://www.denvergov.org/jobs>.

Job Responsibilities:

Program & Policy Development

Develop and execute direct programs that support the incubation, retention and expansion of existing creative enterprises in the city of Denver; includes budget management, marketing and outreach, developing partnerships and securing necessary sponsorship.

Identify gaps in programs and services that could benefit the creative sector.

Partner with internal and external stakeholders in program development and execution.

Seek opportunities for policy development that impacts the creative sector.

Fundraise and leverage partnerships to financially support programs and policy efforts that support the creative sector, including the Create Denver Revolving Loan Fund, Denver Gallery Guide, etc.

Model best practices in the areas of program development, evaluation, and community outreach as they relate to creative sector development.

Seek to activate AVD venues and provide analysis on venue assets when appropriate.

Compliment and support Cultural Programs and AVD initiatives when appropriate.

Business Development & Capacity Building

Research and promote existing economic development tools that are appropriate to the creative sector, such as OED loan programs, technical assistance and networking opportunities.

Provide informal technical assistance to the creative sector.

Conduct outreach with the creative sector and community arts organizations with the purpose of building relationships and providing informal technical assistance.

Marketing and Communications

Provide timely and regular communication to the creative sector via e-communications and social media outlets.

Act as liaison between creative community and the City of Denver.

Partnerships & Outreach

Continue to foster relationships with the Denver Office of Economic Development to better assist the creative sector with business expansion, relocation and financing.

Review requests for endorsement and partnership and correspond and/or meet with the individuals and entities submitting such proposals.

Represent AVD at key cultural planning forums, public engagement opportunities, and other convenings.

Work with staff, Denver Commission on Cultural Affairs, Create Denver Advisory Committee and stakeholders to formalize potential partnerships as these opportunities arise.

Research & Advocacy

Create and utilize advocacy materials to support policy efforts that enhance and expand the creative sector.

Manage research projects to quantify the creative sector and better identify the needs of the sector.

Administrative

Conduct administrative duties including planning, scheduling, recordkeeping, reports, correspondence, meetings, supervision of temporary employees and interns.

Generate budget projections and maintain accurate budget documentation and tracking.

Coordinate timely processing of contracts, requisitions, invoices and payments, and ensures appropriate use of budget resources to meet program objectives and create budget savings.

Qualifications:

Education Requirement:

Baccalaureate Degree in Public Administration, Management, Sociology, Psychology, Political Science, or a related field.

Experience Requirement: (Experience must be clearly displayed in the Work History section or on an attached resume)

Three years of full performance professional experience organizing the administrative aspects of cultural and creative sector development programs. Experience must include the following Special Qualifications.

* Must have recent, professional experience coordinating large-scale programs and developing policy that advance the creative sector.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements. There are no equivalencies for the required three years of developing, implementing, and administering cultural and creative sector development programs - OR - for the Special Qualifications.

Preferred Qualifications:

Previous professional experience developing policies and programs for the creative sector.

Education/Experience in small business development, cultural programming, or arts management.

Experience in Marketing including traditional and non-traditional medias.

Knowledge about the Denver creative community.

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan!)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Flex Time
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores

No relocation assistance is available.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Program Administrator CA0938

Working Title: Program Administrator - Create Denver

Pay Grade: 808-A

Compensation Range: \$49,038 to \$78,235

Agency: Arts and Venues Denver

Testing: Professional Supervisor Written Exam - Pass/fail, and scored Supplemental Questions

Background Check: criminal, education and employment checks

Probationary Period: The successful candidate will be required to pass a background check, employment verification, education verification and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Recruiter: TS

Records Management Program Internship – Unpaid

Intern

See Position Description

02/02/12

Continuous

Job Description:

The **Strategic Initiatives Division** at **General Services** is seeking unpaid, full or part-time intern to assist with organizing, updating, compiling a city-wide records inventory program for the City and County agencies. This position will allow you the opportunity to learn about the latest General Records Retention Schedule that the City has just rolled-out in February, 2012. Also, you'll be able to participate in our Records Management Program.

This program provides the tools and resources for the City to protect and preserve records, as well as ensuring accountability and transparency to present and future stakeholders. Come and become a part of our team and together, we will deliver a world class city where everyone matters.

The **Department of General Services** mission is to provide quality and value-added supported services to all our customers, internal and external, which will result in improved levels of service and efficiency in Purchasing, Facilities Management, Central Services and Energy/Sustainability operations.

Job Responsibilities:

This position will experience a professional and diverse environment and will be given the opportunity to assist with the Records Management, Inventory, and Retention Program in the assigned City-wide agencies.

You will learn about the scope and initiatives of the City Records Management Program, Policies and Procedures.

You will also be given the opportunity to work independently and directly with the assigned city agencies records coordinators.

This position requires knowledge and background from Librarian and or Records Management. Duties may include other clerical support such as compiling records inventory into our Access Inventory Database, file management, and other clerical duties as assigned.

The ideal candidate will work closely and collaboratively with the Records Manager and the City-wide Records Coordinator

Qualifications:

Requirements:

Must currently be enrolled in an Undergraduate or Masters level program preferably within Library Science or Records Management.

Must possess excellent customer service and knowledge of Microsoft Access and Excel. **Intermediate level in Microsoft Access is preferred.** Ability to handle multiple projects independently. Dependable. Detail-oriented.

Additional Information:

Schedule: Part-time or full-time, with a consistent schedule each week to reach a minimum requirement of 16 (part-time) 24 (full-time) hours per week. Willing to commit to 3 months at minimum.

Please note that this internship is unpaid, however, we are happy to work with your learning institution to coordinate any credit of your contribution that may apply towards the program.

Compensation: Unpaid

Hiring Range: Unpaid

Agency: General Services

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

To apply: Applications are not being accepted online. Instead, please electronically submit a cover letter (indicating your schedule of availability), a resume including your experience to the Records Manager at: #CCDRecordsManager@denvergov.org Please use "Records Management Program Internship" for the subject line.

Recreation Aide - On call	On Call Regular	\$7.40 - \$8.28 hourly	04/27/12	Continuous
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Job Description:

City and County of Denver's **Parks and Recreation Department** is hiring **Recreation Aides (On Call) for the 2012 Summer Season.**

Come see what it's like to be part of the Summer 2012 Parks and Recreation team as a Facility Assistant! These positions support the recreation center staff in a variety of ways ranging from clerical duties to custodial clean up of facilities. The day-to-day tasks and hours will vary depending on the location, however, **applicants must be willing to work weekends and holidays.**

Our Recreation Division operates thirty recreation centers offering affordable facilities, programs and activities to residents and visitors year-round. You can learn more about us at our Recreation [home page](#).

We have over 1,000 organized classes and activities are going on at any given time and offer aquatics, arts & crafts, cultural & social activities, fitness & sports, health, special events & tours and more. The schedule is organized for children, youth, adults, seniors, and special needs groups for maximum enjoyment. Participants may enroll in classes or use facilities on a day basis or by buying a membership.

The recreation centers are also an ideal place to find out about city or neighborhood-sponsored special events and the City Wide Sports program that offers competition to Youth and Adults. Facilities at recreation centers include multi-purpose rooms, exercise rooms, weight-rooms, dance spaces, pools, basketball/tennis courts, playgrounds, athletic fields, running track and more. The facilities are also available for rental.

Interested? At the City & County of Denver you have the opportunity to work for a progressive public sector organization while building the community around you. Please review the qualifications and click the 'Apply' button at the top of the posting and/or visit:

www.denvergov.org/jobs .

Job Responsibilities:

- Collects entrance fees, makes change and answers the phone as necessary.
- Some positions pull carts out and wash golf carts, put carts in the storage area at the end of the day, empty trash and keep the cart storage and golf shop clean.
- Some positions maintain and clean the golf driving range by picking up and cleaning driving-range balls.
- Checks identification cards and issues receipts for baskets, valuables and clothing.
- Some positions clean dressing rooms around swimming pool area, showers and restrooms and replenish supplies as necessary.
- Performs other related duties as assigned or requested.

The formal job description (Recreation Aide) is listed under Job Specifications on our website: www.denvergov.org/jobs

Qualifications:

Required Qualifications:

- Must be at least 14 years of age at time of application

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Classification Title: Recreation Aide [CG2115]

Please note that these are On Call positions and do not have benefits available.

Pay Grade: 211Y

Agency: Parks and Recreation

To Apply: please select the apply button at the top of this posting/visit: www.denvergov.org/jobs

Testing: Supplemental Questions

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Recruiter: KH

Recreation Facility Assistant - On call

On Call Regular

\$9.23 - \$10.34 hourly

04/27/12

Continuous

Job Description:

City and County of Denver's **Parks and Recreation Department** is hiring **Recreation Facility Assistants (On Call) for the 2012 Summer Season.**

Come see what it's like to be part of the Summer 2012 Parks and Recreation team as a Facility Assistant! These roles perform a whole variety of functions in helping our recreation centers run smoothly from clerical to customer service to facility work. The day-to-day tasks and hours will vary depending on the location, however, **applicants must be willing to work weekends and holidays.**

Our Recreation Division operates thirty recreation centers offering affordable facilities, programs and activities to residents and visitors year-round. You can learn more about us at our Recreation [home page](#).

We have over 1,000 organized classes and activities are going on at any given time and offer aquatics, arts & crafts, cultural & social activities, fitness & sports, health, special events & tours and more. The schedule is organized for children, youth, adults, seniors, and special needs groups for maximum enjoyment. Participants may enroll in classes or use facilities on a day basis or by buying a membership.

The recreation centers are also an ideal place to find out about city or neighborhood-sponsored special events and the City Wide Sports program that offers competition to Youth and Adults. Facilities at recreation centers include multi-purpose rooms, exercise rooms, weight-rooms, dance spaces, pools, basketball/tennis courts, playgrounds, athletic fields, running track and more. The facilities are also available for rental.

Interested? At the City & County of Denver you have the opportunity to work for a progressive public sector organization while building the community around you. Please review the qualifications and click the 'Apply' button at the top of the posting and/or visit:

www.denvergov.org/jobs .

Job Responsibilities:

- Assists and monitors the day-to-day operation of recreation centers, golf facilities, and other programs.
- Provides direct support to instructors and/or during instructor's absences, independently instructs a variety of age groups in such educational and recreational activities as computers, arts, crafts, cooking, tennis, games, sports, outdoor activities, and special events.
- Assists with keeping and announcing the score of sport activities, coaching or officiating organized sports activities and keeping accurate participant records.
- Maintains order among participants and spectators and attempts to resolve disputes that arise.
- Some positions maintain and clean the golf driving-range by picking up and cleaning driving-range balls.
- Some positions use the cash register to collect golf and recreation fees and complete necessary registration paperwork.
- Performs leadwork over temporary employees as assigned.
- Performs other related duties as assigned or requested.

The formal job description (Recreation Facility Assistant) is listed under Job Specifications on our website: www.denvergov.org/jobs

Qualifications:

Required Education:

- High School Diploma or GED Certificate is preferred.

Required Qualifications:

- Must be at least 16 years of age

Please be sure to list any related experience on your application.

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Classification Title: Recreation Facility Assistant [CG2116]

Please note that these are On Call positions and do not have benefits available.

Pay Grade: 220Y

Agency: Parks and Recreation

To Apply: please select the apply button at the top of this posting/visit: www.denvergov.org/jobs

Testing: Supplemental Questions

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Recruiter: KH

Recreation Instructors (On Call)	On Call Regular	\$13.60 - \$19.85 hourly	02/06/12	Continuous
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Job Description:

City and County of Denver's **Parks and Recreation Department** is seeking **Recreation Instructors** to support a variety of programming at recreation centers located throughout the City for the **2012 summer season (April through October)**.

We offer a wide variety of opportunities in athletics/sports, recreation, arts and culture programs. You can learn more about our facilities and programs by visiting our **Recreation Home Page** by clicking [here](#). Come share your talents in instruction, coaching and/or teaching and enrich the community around you!

Applications are now being accepted in consideration for current and future openings. Interested? Please review the job posting in full and click 'Apply' at the top of this posting and/or visit: www.denvergov.org/jobs.

Please note:

- If applying, be sure to complete the application in full, including the supplemental questions for location and instructor type.
- These are seasonal, temporary positions that do not include benefits.

Job Responsibilities:

- **Community Recreation - Youth Programs** offers After School Programs, Day Camps as well as youth Track and Rugby. Our After School Programs include Elementary and Middle School for youth ages 5-14, summer day camp programs in parks and in schools, and an integrated teen enrichment program.

Instructors for these programs teach or instruct a variety of activities which may include; homework help, tutoring, sports (including track and rugby), active games, arts and crafts, dance, drama, fitness, music, photography, martial arts, spoken word and various recreational, educational, or cultural enrichment events.

Knowledge and experience in instructing, teaching, or coaching any of the aforementioned activities, skills or programs is preferable. Experience in behavior management with the ability to supervise groups of children is desirable. Bilingual skills are a plus.

- **Citywide Sports** is seeking individuals to facilitate year-round indoor and outdoor adult sports programs at various locations throughout the Denver metro area. We offer a variety of sports, including: basketball, dodgeball, flag football, kickball, softball, ultimate frisbee and volleyball.

Programs operate Monday thru Friday evenings, with some Saturdays and/or Sundays.

Positions do require Instructors to be on-location site-attendants and/or scorekeepers. Individual hours will vary between 5-30 hours per week.

Our Recreation Instructors must be committed to participant safety and be willing to enforce program rules. Applicants should have, or be willing to obtain, CPR/First Aid Certification which will be provided.

- **Citywide Sports - Tennis** is seeking individuals to facilitate tennis programs and activities at courts throughout Denver for spring,

summer and fall. Programming will include group adult and youth tennis lessons, coaching a junior tennis team and other types of events.

Individuals should possess advanced tennis abilities and have direct experience in coordinating and instructing youth in skills clinics, camps and/or other types of tennis activities. Positions will work 15-25 hours per week and may have opportunities for additional hours, depending on the level of programming and participant registration.

Our Recreation Instructors must be committed to participant safety and willing to enforce program rules. Applicants should have, or be willing to obtain CPR/First Aid Certification, which will be provided.

- **Youth Sports** is in search of dedicated individuals to coach a variety of sports for youth ages 5 to 14 years of age for the Spring, Summer and Fall seasons. Coaching opportunities are available at all of our Recreation Centers.

Knowledge and experience in instructing, teaching and coaching Flag Football, Fast Pitch Softball, Baseball, T-ball, Coach Pitch, Soccer and Volleyball is preferred. Additional opportunities and hours may be available for league supervision roles as well.

- **Arts and Culture** is seeking talented individuals to plan and implement creative programming in our Recreation Centers. We offer a wide variety of classes that include such areas as: fine arts, a variety of crafts, pottery, ceramics, music, dance and cooking.

Our programs run throughout the year, are broken into four general sessions and each class generally runs for a predetermined number of weeks. Instructors work 1-15 hours per week depending on class popularity and registration. We offer the opportunity to teach a variety of ages: preschool, grade school, teens, adult and seniors. Our class size ranges around 5-12 people.

We offer programming in over 25 of our Recreation Centers throughout the City so you may have the opportunity to teach in more than one location as well (not required). Previous teaching experience and education in the arts is desired.

- **Please note:** we will be posting for **Aquatics** (such as Lifeguard and Advanced Lifeguard), **Golf** (such as Golf Starter/Ranger and Golf Facility Assistant) and **Challenge Course Instructor** positions in the upcoming days and months, so please watch our website for additional openings at: www.denvergov.org/jobs and/or fill out a [Job Interest Card](#).
- The formal job description (Recreation Instructor) is listed under Job Specifications on our website: www.denvergov.org/jobs

Qualifications:

Required Education:

- High School Diploma or GED certificate
- **AND** a minimum of 6 hours of college coursework in a recreation field, information technology, elementary or secondary education, psychology, sociology, or related field

Required Experience:

- 1 year of experience as a teacher, tutor, counselor, or coach in an organized recreation program or related field at the level of a Recreation Facility Assistant.

Equivalency:

- A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements.
- Appropriate volunteer experience may be substituted. A letter from the volunteer source must be submitted at the time of application (please attach a scanned copy as a Word or PDF document).

Required Licensure:

- By position, a valid Colorado Driver's License may be required

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Please note: we will be posting for **Aquatics** (such as Lifeguard and Advanced Lifeguard), **Golf** (such as Golf Starter/Ranger and Golf Facility Assistant) and **Challenge Course Instructor** positions in the upcoming days and months, so please watch our website for additional openings at: www.denvergov.org/jobs and/or fill out a [Job Interest Card](#) to be automatically notified of openings.

Classification Title: Recreation Instructor - On Call [CG2012]

Pay Grade: 608-G

Agency: Parks and Recreation

To Apply: please select the apply button at the top of this posting / visit: www.denvergov.org/jobs

Testing: Supplemental Questions

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Recruiters: KH

SOA/Middleware Developer - DIA

Limited Regular

\$68,139 - \$108,729

12/14/11

Continuous

Job Description:

Denver International Airport's (DOA) Business and Technologies Division seeks an experienced **SOA/Middle ware Developer - Limited*** who can lead a technical, software applications team to success on projects/applications supporting the Department of Aviation. We seek a results-oriented and highly-technical software architect/engineer with extensive development experience to implement improved IT systems to support customers in Maintenance, Environmental Services and Telecommunications for software applications.

As a member of our Software Development Team, the **SOA/Middleware Developer** will be involved in the integration, deployment and implementation of new customer software applications. This will require partnering with other technical and customer resources to provide analysis and recommended solutions for application design improvements. An effective and motivational team player with excellent interpersonal, verbal, and written skills will have success in this role. You must be capable of direct interaction with customers to solve their problems quickly and effectively.

Our ideal candidate has broad technical knowledge of the full software development life cycle, and hands-on experience with state of the art software development processes and tools. Our technical environment requires in-depth knowledge of **Oracle Fusion middle ware** through 11g. We seek a senior developer who understands coding standards and source code development standards, and will use that knowledge to develop code that is clean, understandable, maintainable and solid. Experience developing and implementing solid test plans to accurately test application code, functions, modules and program is required. Additionally, maintaining detailed and accurate documentation per all project standards is required.

Our group works closely with numerous clients in a variety of programming applications and development environments. In addition, the candidate must have demonstrated ability to excel in a variety of technical environments, and mentor team members in new systems, programs, and application development methodologies. Duties will include technical project management as well as hands-on development and design work.

DOA is the 5th-busiest airport in the nation and the 10th-busiest in the world. As the nation's newest major airport, DOA has the capacity to double in size and is poised for future growth. DOA is a major hub airport, serving as the port for the Rocky Mountain region, and is essential in linking Denver's people and products to the world. DOA's 16,000-foot runway is the longest commercial runway in North America. Our central location in the United States positions us ideally to handle future growth in international air traffic. Join the team at DOA and be part of the future for the world's most exciting and forward-thinking airport. Learn more about DOA at www.flydenver.com.

Job Responsibilities:

Our group works closely with numerous clients in a variety of programming applications and development environments. In addition, the candidate must have demonstrated ability to excel in a variety of technical environments, and mentor team members in new systems, programs, and application development methodologies. Duties will include technical project management as well as hands-on development and design work.

Specific responsibilities include:

Code development per project coding standards.

Development of unit test plans.

Code and module testing.

Application debugging.

Implementing code that follow efficient design technique.

Code development that meets and exceeds the intent of the design of the application.

Participation in code reviews.

Performing maintenance on legacy source code.

Designing new features or to enhance existing systems.

Working with Quality Assurance and Project Manager Team during project life cycle.

Utilize Version Control system for proper use of software check-in/check-out processes.

Converts business problems to consultative solutions.

Researching and analyzing documentation on applicable software projects and applications, Operating Systems, Database configurations, or specific customer systems.

Work with, and coordinate information from customers and with other technical and support resources.

Contribute documentation for knowledge base information.

Regularly review training and certification material and requirements.

Participate in Project Teams on Rollouts or Projects as required.

Strong interpersonal, verbal and written communication skills.

The ability to explain technical issues to non-technical users.

Qualifications:

Required Education (must be demonstrated on application):

Bachelors Degree in an Information Technology Major (Computer Science, Computer Engineering, Information Systems, etc.) or a related discipline. Computer Science, Information Systems, Business Administration, Mathematics or a related field.

Required Experience: (must be demonstrated in Work History or Resume):

Three years of current senior level professional IT experience in full life cycle development of business applications including:

Recent development experience using **Oracle Fusion Suite** (10g or higher)

Recent **Java/J2EE** development experience, along with experience using JAVA best practice design patterns

Web services in an SOA environment

Strong understanding and experience with **XML**

Experience with Enterprise Service Bus (ESB) in a Service Oriented Architecture (SOA)
Building, testing and deploying web services

Java application server administration

Oracle, Microsoft SQL or MySQL database development

Preferred Skills (please demonstrate in Work History or Resume, if relevant):

Masters Degree in an Information Technology Major

Experience in an AGILE development environment, especially SCRUM

Experience using either the Microsoft Visual Studio or Eclipse development environment.

Experience with one or more of the following: .net, C#, perl, Crystal Reports

Experience with HP Quality Center

Solid communications skills, both at a technical level with other technology professionals and at a business level with agency customer.

Relevant Programming skills include SOA, Oracle BPEL, Oracle Fusion Middleware, BPEL Human Workflow, BPEL Human Workflow Forms, Java, and XML, with experience with Windows and Linux operating systems, relational databases (including Oracle and SQL Server Oracle).

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Flex Time
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, FBI fingerprinting, part of which is a criminal history.

Classification Title: Senior IT Developer CI1452

Working/Functional Title: SOA/Middleware Developer

Pay Grade: 813-I

Compensation Range: \$68,139 - \$108,729

Agency: Aviation

Testing: 100% Scored Supplemental

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiters: TS

SQL Server DBA	Unlimited Regular	\$68,139 - \$108,729	01/12/12	Continuous
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Job Description:

The **Technologies Division** of the City and County of Denver's **Department of Aviation** is looking for a **Microsoft SQL Server DBA**. This SQL Server DBA will be responsible for the administration, design and support of the Microsoft SQL environment for the **Data Center Services (DCS)**, which maintains the critical technological infrastructure of **Denver International Airport (DIA)**.

The **DCS** designs, implements, monitors, maintains and operates the majority of the hardware related to **DIA's** technological infrastructure. As such, this position has direct responsibility and accountability for data that supports critical systems including, but not limited to, xMatters CAD 911, Maximo, InfoPilot, Passenger Information Systems, Microsoft Sharepoint 2010, Virtual Server Environments and ESRI GIS systems to name but a few. This **position is critical** to stable operation of DIA.

DIA is more than a world class airfield; it's a complex enterprise that generates over \$550 million in annual revenues from a wide variety of sources. DIA is the 5th busiest airport in the nation and the 10th busiest in the world. As the nation's newest major airport, DIA has the capacity to double in size and is poised for future growth. DIA is a major hub airport, serving as the port for the Rocky Mountain Region, and is essential in linking Denver's people and products to the world. DIA's 16,000-foot runway - the longest commercial runway in North America - and its central location in the United States position the airport ideally to handle future growth in international traffic.

At DIA, the core values of the organization are transparency, collaboration, mutual respect and support, diversity, integrity, trust and organizational excellence. The successful candidate must demonstrate that these are the core operating principles upon which they have based their career. Join the team at DIA and be part of the future for the world's most exciting and forward-thinking airport. Learn more about DIA at www.flydenver.com.

Job Responsibilities:

- Administration of MSSQL Server 2000, 2005, 2008, 2008 R2, and 2012 (When released)
- Database Clustering and high availability
- Database Mirroring
- Logical and physical database design
- SSIS – (ETL) Integration Services
- Create Triggers, Stored Procedures
- Transact SQL proficiency
- Database and file size and space forecasting ability
- Ability to manage database system and assist the client with Database Integration
- Backup and recovery operations
- Work well with the team and follows ITIL procedures and process
- Database migration skills
- MS Reporting Services (SSRS)
- Manage MSSQL database security
- Identify and troubleshoot issues and tune all SQL databases for maximum performance
- Analyze database applications/queries and implement improvements to optimize performance
- A strong understanding of technical and infrastructure environments (data communications, web technologies, network, security, etc.)
- Strong analytical and problem resolution skills. Strong verbal and written communication skills
- PowerShell scripting
- Database Replication
- Implementation within a secure DMZ/Extranet Environment
- Familiarity with supporting SharePoint 2010 database environment
- On Call Rotation responsibilities
- Analysis Services

Qualifications:

Education Requirement:

Bachelor degree in Computer Science, Information Systems, Business Administration, Mathematics or a directly related field.

Experience Requirement: (Must be included on Work History/Resume)

Three years of current, professional level experience with MS SQL Server, including two years as a team leader on a major database application development project.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Additional appropriate type and level of education may be substituted for the minimum experience requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Flex Time
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, FBI fingerprinting, part of which is a criminal history.

Classification Title: Database Administrator

Working/Functional Title: SQL Server DBA

Pay Grade: 813-I

Compensation Range: \$68,139 to \$108,729

Agency: Aviation

Testing: Scored Supplemental

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation. Must complete CSA Supervisory training series before successful completion of probation.

Recruiters: TS

Seasonal Park Ranger	On Call Regular	\$16.98 - \$24.79 hourly	02/15/12	07/31/12
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Job Description:

Denver's **Parks and Recreation** Department is seeking **Seasonal Park Rangers** to educate the public and patrol in Denver's parks, natural areas, and trails for the 2012 Season.

This is a great opportunity to gain hands-on experience working for one the largest park programs in the region. We're looking for people who enjoy engaging with the public and have a genuine interest in natural resource management whether that means delivering wildlife education or enforcing necessary guidelines.

Seasonal Park Rangers will be hired for positions that generally last from 6 to 11 months and range in hours from 16 to 39 hours per week, depending on department needs. Assignments may vary depending on weather and events, and will focus on high use times including evenings, holidays, and weekends. Therefore, all applicants **must be willing to work evenings, holidays and weekends.**

Park Rangers provide visitor services, protect park resources, and enhance use through enforcement, education, maintenance, work on natural resource projects, and assistance with medical and other incidents.

Our Rangers wear many different hats from environmental educator to officer to medic. Because of this, they need to be comfortable and professional working in and switching instantly back and forth from low-key situations to highly stressful and challenging situations. Some positions will focus on leading groups of volunteers to build and maintain trails as well as educating groups on the wildlife and surrounding areas - so please be certain to list your interest and experience in these areas on your application.

The City and County of Denver boasts one of the most expansive and diverse park systems in the Rocky Mountain West offering over 14,000 acres of Mountain Parks, more than 250 urban parks and parkways, and over 80 miles of trails. Many Denver Mountain Parks, such as Red Rocks, Genesee, Daniels, Summit Lake, Echo Lake, and Dedisse, have been established and protected for about 100 years!

If you're interested in a position that is challenging, exciting, and offers the satisfaction of giving back to the community, then the Denver Park Ranger Program might be right for you.

Interested? Please review the entire posting and then click the 'Apply' button at the top of this page and/or visit: www.denvergov.org/jobs .

Job Responsibilities:

Essential Duties and general Responsibilities:

- Monitors facilities/parks (urban and mountain) for user compliance with applicable rules and regulations.
- Patrols parks (urban and mountainous) by foot, bicycle, and/or motor vehicle to ensure that both natural and man-made hazards are identified and corrected.
- Protects natural resources through resource management practices.
- Interprets rules and regulations relative to the facility/park and its condition.
- Responds to and helps coordinate response to emergencies.
- Reports hazardous conditions which might interfere with safe usage of facility/park.
- Reports all accidents to proper authorities.
- Assists facility users in resolving problems and complaints concerning facility/park quality, availability and the actions of other users.
- Provides information to the general public about facility and assistance to the general public about park resources.
- Patrols park-lands ranging from highly developed and accessible to remote wilderness.
- Interacts with the public to increase awareness of parks rules and regulations.
- Interprets information about the park system and natural resources.
- Monitors parks for violations.
- Enforces regulations through education, warnings, and citations.

- Ensures permit compliance.
- Manages conflicts between visitors.
- Works with the homeless population and address issues.
- Responds to, coordinates, and assists with medical emergencies and other incidents.
- Inspects areas for maintenance needs, vandalism, and other hazards.
- Leads volunteers, youth corps, or staff on natural resource field work projects (trail work).
- Correctly and safely uses hand tools such as sledge hammers, pick mattocks, round point shovels, rock bars, loppers, mini-sledge, etc.
- Exercises safe practices when using powered equipment such as chainsaws and weed eaters.
- Works with teams to accomplish large and small tasks
- Works long arduous days while remaining safe, positive, and focused
- Uses GPS units to track and document field work
- Provides maintenance services such as; trash pick-up, clean bathrooms, etc...
- Represents Denver Parks and Recreation at various public events (such as the Stock Show).
- Communicates and coordinates with other local law enforcement, fire, EMS, and wildlife agencies.
- Uses various computer programs to create logs and reports.

The formal job description (Parks & Recreation Ranger) can be found under Job Specifications on our website: www.denvergov.org/jobs .

Qualifications:

Required Education:

- High School Diploma or GED Certificate

Preferred Education:

- At least one year of related post HS/GED education
- Bachelors Degree in Parks and Recreation, Natural Resource Management, Wildlife Management or a related field

Required Experience:

- One year or two seasons of park experience in public relations, natural science, open-space or regulation compliance experience.
 - Equivalency: additional appropriate education may be substituted for six months of experience

Preferred Experience:

- Previous experience as a park ranger and/or in park management, park maintenance, wildlife management, trail construction/maintenance, natural resources management and/or volunteer management.
- Proficiency in a second language, particularly Spanish

Required Licensure:

- Possession of a valid Driver's License at the time of application. License must be kept current as a condition of employment.

- If invited for an interview, instate/out-of-state Motor Vehicle Records must be presented and demonstrate a good driving record.
- Ability to obtain Special Police Authority Certification within three months of being hired. This does require passing additional criminal/background checks.
- CPR/First Aid Certification: at time of application, or it must be obtained within three months of starting the position.

Preferred Licensure:

- Wilderness First Aid Certification or higher

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Please note:

- These are seasonal / temporary positions that do not include benefits
- If selected, additional pre-employment assessments will be required such as a physical

Classification Title: Parks & Recreation Ranger - On Call [CG1989]

Working/Functional Title: Seasonal Park Ranger

Pay Grade: 613G

Agency: Parks and Recreation

To Apply: please select the apply button at the top of this posting / visit: www.denvergov.org/jobs

Testing: Supplemental questions

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Recruiter: KH

Senior Business Analyst	Unlimited Regular	\$52,419 - \$83,640	05/04/12	05/21/12
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Job Description:

The Business Process Analysis team for the City and County of Denver has an opening for a Senior Business Analyst (Management Analyst III) to support ongoing high profile, cross-departmental process improvement efforts as part of the Peak Performance initiative. The initial projects will focus on the Safety departments: Denver Police Department and the Integrated Criminal Justice steering committee. The analyst will assist in planning process improvements, supporting implementation of process changes, measure the effectiveness of process improvements, train City personnel on process improvement methodologies & tools, facilitate process improvement sessions, and follow up with agencies/departments to determine how they are leveraging training and implementing process improvements as part of Peak Performance.

Job Responsibilities:

This analyst, as part of a centralized, strategically focused Business Process Analysis unit, will:

Plan and execute business process re-engineering with a focus on improving accuracy of arrests, improving DPD Records/ID bureau accuracy, and criminal justice data integrity.

Plan and conduct analysis and recommendations to improve business processes with measurable benefits after business process re-engineering has been implemented.

Works with management in order to define the scope of work, purpose, goals and objectives, time frames, and resources requirements of the study/project.

Develops proposals and recommendations based on data analysis, research, benchmarking analysis to improve processes, policies & procedures, and creates a clear business case for change related to process re-engineering and possible technology improvements. Business cases include pre-defined metrics that can be baselined before a process or technology change and measured post-implementation to show the effectiveness of the change (or need for continued improvements).

Create and deliver organizational buy-in for process re-engineering efforts based on proven methodologies.

Presents study findings and recommendations to management staff including cost, time frames, and specific actions for implementation and can foster support and approval of proposed recommendations.

Plans and participates in the implementation of approved recommendations, provides guidance and assistance to staff during implementation of recommendations, and provides recommendations for modifications during or just after implementation to ensure the project objectives are achieved.

Prepares written reports that summarize research, analysis, recommendations, and implementation strategies.

Uses the results of business process analysis to specifying the functional requirements of any future automated business application(s).

Other duties as assigned

Qualifications:

Education: Baccalaureate Degree in Business Administration, Engineering, Public Administration, Finance, Management, or a related field.

Experience: Three years of progressively responsible professional experience performing business process evaluation and facilitating teams of stakeholders to balance competing interests and deliver team recommendations that improve an organization's business practices with ties to measurable outcomes.

Education Equivalency: Additional professional level experience may be substituted for the minimum education requirements on a year for year basis.

The Ideal Candidate will have:

- Bachelor's degree or higher is required
- Excellent written and oral communication skills
- Demonstrated success in training others on new methodologies or processes.
- Ability to prepare and perform interviews regarding business processes and needs with a wide variety of stakeholders/clients
- Ability to work with many different personalities to build trust with City agencies and team members
- Self directed on assigned tasks and projects
- Proactively seeks team member input and supervisor review of deliverables
- Strong computing skills including: MS Office, MS Visio, MS Project
- Project Management – Demonstrated success in creating clear project scopes, project schedules, budgets, and resource allocation for on-time, on-budget projects.

Desired Skills/Experience

- Ability to create compelling business cases for proposed process improvements
- Experience training others in Lean and/or Six-Sigma
- Lean and/or Six-Sigma certifications
- Project management or equivalent work experience
- Knowledge or experience with Business Process Analysis and Management tools
- Knowledge or experience with Knowledge Management tools
- Knowledge of the Unified Modeling Language (UML) and standard Business Process Modeling Notation (BPMN)

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an

attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Classification Title: Management Analyst III

Pay Grade: 809 A

Agency: Finance, Budget and Management Division

To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Testing: Scored Supplemental Questions

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: LCW

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Life Insurance; Short-term and Long-term Disability Insurance
- Domestic Partner Programs
- Wellness Center

No relocation assistance is available.

Senior Internal Controls Auditor-Denver Human Services	Unlimited Regular	See Position Description	04/25/12	Continuous
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Job Description:

Denver Human Services has an opening for a Senior Internal Auditor for its Performance Improvement and Accountability (PIA) Division. PIA has been on the cutting edge of creatively assisting the Department of Denver Human Services achieve overall performance improvement through process improvement techniques such as LEAN and accountability models similar to CitiStat. The Division is looking for the right someone to provide an independent and objective assessment and evaluation of the Department's internal controls.

Job Responsibilities:

This position is responsible for reviewing the internal controls inside the organization by identifying deficiencies, reporting them to senior management, making recommendations when appropriate and monitoring any corrective actions. This person will conduct an annual internal control assessment of the department and plan focused reviews of specific operations in response to the findings. In addition, the position monitors the performance and financial integrity of contractors including the Office of Economic Development who are recipients of federal grants regulated under A-133. The position coordinates financially related external audit or reviews, oversees the City's annual single audit and monitors the implementation of any corrective action plans. This position is also responsible for ensuring the Department is in compliance with the city's financial policies and regulations and monitors activities appropriately.

Qualifications:

Requires a Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration or directly related field and a minimum two years of professional governmental auditing experience. Additional appropriate education may be substituted for the minimum experience requirement. Possession of a valid driver's license required at the time of application.

Preference will be given to candidates with extensive experience in governmental accounting, including leading complex audit projects. Experience in a human or social service setting is also highly desirable. Other skills critical to the position include:

- Communication skills
- Strong people skills
- Professional writing skills

Additional Information:

The City of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Classification Title: Senior Internal Auditor

Pay Grade: 810 V

Compensation Range: \$56,031 to \$89,414

Hiring Range: \$56,031 to \$75,000

Agency: DHS

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs.

Testing: Supplemental questionnaire

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: TG

Senior Java Developer - ECM	Unlimited Regular	See Position Description	02/21/12	Continuous
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Job Description:

The **City and County of Denver** is looking for a senior level **Java Developer** to join our Technology Services team focused on City Enterprise Content Management Services. This individual will provide strategic level input on the development process while acting as a leader and mentor to more junior developers.

Technology Services is using state-of-the-art technologies and methodologies to deliver and improve the systems, applications and operations that we deliver to our Mile High City.

The **City offers a unique opportunity** to work with a diverse business and technology environment on a large scale as we employ over 12,000 people, of which 9,000+ are daily technology consumers in support of a diverse population in excess of 500,000 citizens. Moreover, we handle over 50+ business functions (Police, Fire, Sheriff, EMS, Permitting, Development, Assessment, Taxation, Parks & Recreation, Finance, HR, etc) utilizing a variety of technologies (.NET, J2EE, Cisco, Alfresco, PeopleSoft, ESRI GIS, etc).

This position will support the City's implementation of the **Alfresco Enterprise Content Management platform** including **document management, workflow management, collaboration and records management modules**. This is an excellent opportunity for someone who enjoys a robust development role. The selected individual will have the opportunity to perform a variety of functions in the development lifecycle including systems analysis, programming, configuration, testing, change management, maintenance and user support and communications. The successful applicant will be a key participant on this team to deliver new solutions and to enhance existing solutions that are used by every City agency.

If you have experience with Alfresco or a similar enterprise-class document management application and enjoy working in a dynamic environment, this position may be for you! Please review the required skills and present your qualifications for consideration.

Job Responsibilities:

Performs analysis of end user operations and existing solutions to determine business process and information technology needs. Creates and updates systems design and documentation sufficient to maintain current systems and implement new systems.

Creates custom document management, workflow, records management and collaboration solutions using Java, JavaScript, Eclipse, JBPM, Linux, WebLogic, Alfresco, MySQL, Ephesoft, KOFAX Capture, and related tool sets.

Designs, develops, tests, implements and writes documentation for new and existing solutions with minimum supervision.

Works with team members and users to develop and deliver necessary training for users.

Participates in an agile and collaborative team environment for solution design, development and deployment, support and training

Consults with Technology Services (IT) staff regarding user problems and the agenda for enhancement of current applications including system emulation, compatibility and configuration.

Applies knowledge of project management and coordination techniques and methodologies sufficient to be able to plan and control project activity. On occasion, may perform lead work with other team members.

The formal job description is listed under Job Specifications on our website: www.denvergov.org/jobs

Qualifications:

Required Skills (must be demonstrated on application):

Three years of professional IT Development experience including:

Java/J2EE/Spring Framework/Hibernate development experience, along with experience using JAVA best practice design patterns

Strong understanding and experience with **XML**

Red Hat Linux operating system

WebLogic web services application server

Eclipse as an IDE developer toolset

Subversion (SVN) as a source control platform

MySQL, Oracle or Microsoft SQL database development

Required Education (must be demonstrated on application):

Bachelors Degree in Computer Science, Information Systems, Business Administration, Mathematics or a related field.

Education equivalency: appropriate experience may be substituted for the education requirement

Preferred Skills (please demonstrate on application, if relevant):

In addition to the above, the preferred candidate will have experience with:

- Alfresco or a similar enterprise-class document management implementation
- Ephesoft, KOFAX Capture or a similar document and data capture software
- Experience in an AGILE development environment
- Experience with Enterprise Service Bus (ESB) in a Service Oriented Architecture (SOA)
- Building, testing and deploying web services
- Experience with Front End technologies such as AJAX, JSTL, JSP, HTML, DHTML, JavaScript and CSS
- JBPM or similar business workflow design and development software
- Solid communications skills, both at a technical level with other technology professionals and at a business level with agency customers

Additional Information:

We offer a very competitive benefits package including:

Medical, Dental & Vision Plans (multiple programs)

Paid Time Off (combined vacation/sick leave)

Paid Holidays

Retirement (Pension Plan & 457 Deferred Comp Plan)

Flex Spending Account

RTD EcoPass Discounts

Parking Flex Cash

Life Insurance; Short-term and Long-term Disability Insurance

Flex Time

Wellness Center & Classes (Webb Building location)

Education & Training Classes (Webb Building location)

On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, FBI fingerprinting, part of which is a criminal history.

Classification Title: Senior IT Developer CI1452

Working/Functional Title: Senior Java Developer

Pay Grade: 813-I

Compensation Range: \$68,139 - \$108,729

Agency: Technology Services

Testing: 100% Scored Supplemental

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiters: TS

Senior Performance Auditor

Unlimited Regular

\$56,031 - \$89,414

05/01/12

06/04/12

Job Description:

The City and County of Denver Auditor's office is seeking a Senior Performance Auditor. Under the general direction of the assigned Audit Services Deputy Director and Audit Supervisor, the Senior Performance Auditor executes performance audits and advisory services engagements.

Job Responsibilities:

Specific job responsibilities include but are not limited to:

- Conducting performance audits of City and County departments and programs that include effectiveness, efficiency, internal control and compliance objectives as defined by Generally Accepted Government Auditing Standards (GAGAS) promulgated by the U.S. Government Accountability Office (GAO).
- Assisting the Audit Supervisor with all aspects of audits and advisory services including project planning, fieldwork, report writing and presentation of results.
- Utilizing optimal performance audit methodologies in the execution of performance audits.
- Ensuring that work activities fully comply with Generally Accepted Government Auditing Standards (GAGAS) promulgated by the U.S. Government Accountability Office (GAO) and the Division's operating policy and procedures.
- Performing audit follow-up work for assigned audits.
- Conducting Division administrative tasks as assigned.

Qualifications:

Education Requirement:

Baccalaureate Degree

Experience Requirement:

Two years of professional experience conducting performance audits.

Licensure and Certification:

Possession of a valid driver's license at the time of application.

The PREFERRED candidate will have, in addition to the minimum requirements, a graduate degree in public administration or a related field, professional work experience in the public sector, and a professional certification.

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Classification Title: Senior Internal Auditor

Pay Grade: 810V

Agency: Auditor's Office

To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Testing: 100% Scored Supplemental

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: LCW

Senior Systems Analyst - EBA

Unlimited Regular

See Position Description

02/02/11

Continuous

Job Description:

The City and County of Denver's **Technology Services Division** is looking for Two **Senior Systems Analysts** to join our **Enterprise Business Applications (EBA)** team. The **Enterprise Business Applications** team is responsible for implementing and supporting mission and business critical commercial off the shelf (COTS) applications and services to promote the delivery of business services for Safety and Non-Safety agencies and departments across the City and County of Denver.

The **Senior Systems Analyst** will perform software gap analysis, perform application set-up and configuration, perform system and work flow analysis in preparation for on-boarding new applications into the Technology Services application support portfolio and supporting them. This position will implement workflow automation and coordinate the planning, development, implementation, configuration and customization of automated business systems. This position will have the opportunity to support applications in the Safety domain and the non-Safety domains. Occasional after hours support may be required.

This individual will need to be skilled at understanding and documenting technical and design related specifications and criteria from developers and other associated technical personnel using industry standard nomenclature. Similarly they will need to be skilled at gathering functional and other business related requirements from non-technical users and stake holders. This individual will also need to be skilled at problem resolution using critical thinking skills as this will be needed in providing support for various applications. The desired candidate should have strong interpersonal skills to help resolve user issues.

The Senior Systems Analyst should have a strong understanding of Object Oriented design concepts, particularly in relation to interface development at the middleware layer using SOA technologies among others. This individual must have a solid understanding of Quality Assurance methods as they will be responsible for writing and executing test plans/cases for black box, functional and regression testing. Additionally they will coordinate and document User Acceptance Testing (UAT). This position offers the opportunity to work with numerous internal and external organizations including City / County agencies, software vendors and technical / functional consultants.

The **Technology Services division (TS)** of the City and County of Denver is using state-of-the-art technologies and methodologies to deliver and improve the systems, applications and operations that we deliver to our Mile High City. TS supports the people, agencies and ideas that make the City and County of Denver a great place to live and work. The **City offers a unique opportunity** to work with a diverse business and technology environment on a large scale as we employ over 12,000 people, of which 9,000+ are daily technology consumers in support of a diverse population in excess of 500,000 citizens.

To apply for this position, please select the apply button at the top of this page, or visit <http://www.denvergov.org/jobs>

Job Responsibilities:

The formal job description is listed on our [web page](#) under Job Specifications for [Senior IT Systems Analyst](#).

Qualifications:

Education Requirement:

Baccalaureate Degree in Computer Science, Information Systems, Business Administration, Mathematics or a related field.

Experience Requirement: (Must be displayed on Work History/Resume)

Three years of professional level experience performing Systems Analysis on integrated technology/systems. Experience **must include:**

Two years of experience performing project lead work for multi-sized projects to address and analyze business requirements and automated

systems issues, along with other developmental aspects of assigned projects..

Education/Experience Equivalency:

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience requirements on a one year per one year basis **EXCEPT** for the Two years of experience performing project lead work for multi-sized projects to address and analyze business requirements and automated systems issues, along with other developmental aspects of assigned projects

Preferred Experience/Skills:

- * Previous experience as an analyst on a technical team with varied projects in multiple domains.
- * Previous hands on Object Oriented design experience.
- * Previous analysis experience within a SOA/Web Services environment.
- * Previous data driven scripting experience with Automated Test Tools.
- * Previous experience creating project artifacts, e.g., UML and Topology diagrams; requirements documentation; User Acceptance Test documentation etc.
- * Excellent Communication skills.

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account
- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Flex Time
- Wellness Center & Classes (Webb Building location)
- Education & Training Classes (Webb Building location)
- On-site perks such as dry cleaning, mail service and lobby convenience stores

Relocation Assistance will not be available.

The successful candidate will be required to pass a background check and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, drug and alcohol test, VP fingerprinting, part of which is a criminal history.

Classification Title: Senior IT Systems Analyst CI1719

Working/Functional Title: Senior Systems Analyst

Pay Grade: 813-I

Compensation Range: \$68,139 - \$108,729

Agency: Technology Services

Testing: 100% Scored Supplemental

To Apply: Please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiters: TS

Sports Official-On-Call - Non Certified	On Call Regular	\$13.59 - \$18.55 hourly	12/30/09	Continuous
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Job Description:

The City and County of Denver is seeking Non Certified Sports Officials to officiate recreational activities and provide assistance to the recreation supervisor and staff.

Job Responsibilities:

Job responsibilities include: Officiating at sports events including volleyball, basketball, softball, baseball, soccer, and flag football, which may include leagues of youth, young adult, adult, coed, men's, women's, and seniors to maintain that game rules are observed.

Communicates with other sporting officials, coaches, facility managers, subordinates or the public by telephone, in written form, e-mail, or in person in order to provide information, coordinate activities and discuss problems.

Inspects playing surface or field to ensure that it meets the regulations of the sanctioning body and is safe for the players. Inspects sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations.

Signals participant or other officials to make them aware of infractions or to otherwise regulate play. Maintains control of players, coaches and spectators. Explains disputed calls to players and coaches.

Qualifications:

Education: Graduation from high school or possession of a GED Certificate desirable.

Experience: One season of officiating experience in a recreational official league.

Additional Information:

Please apply online at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Sports Official On-Call- Non Certified CLASS#RG2121

Pay Grade: 115-Z

Agency: Denver Parks & Recreation

Testing: 100% Scored Supplemental

Recruiters: TA

Staff Real Property Appraiser

Unlimited Regular

\$37,548 - \$54,801

05/21/12

05/23/12

Job Description:

The Assessment Division of the Department of Finance has an entry level position in the field of real estate appraisal. The Staff Real Property Appraiser will perform entry level professional appraisal work under the direct supervision of a State certified appraiser.

Job Responsibilities:

Assists with the analysis and interpretation of data such as cost of construction, market comparison, income-producing potential, depreciation, and property sales to determine correct valuation for all property classes assigned.

Trains to appraise real property to determine its fair value.

Trains to report the results of real property appraisal.

Trains to review classes of properties to assure assessment uniformity as verified by State audit.

Assists with the analysis of property valuation appeals, learns to explain assessment procedures, prepare testimony and present evidence to the County Board of Equalization, the State Board of Assessment Appeals, County Commissioners, and District Court.

Qualifications:**Education Requirement:**

Baccalaureate Degree in Business, Accounting, Economics or a related field.

Experience Requirement:

None. However we prefer registered, licensed, or certified appraisers.

Education Equivalency:

Appropriate professional appraisal experience may be substituted for the minimum education requirement on a year for year basis (one year of professional level experience will substitute for one year of education).

Licensure and/or Certification:

Has two years to obtain certification as a Registered Appraiser by the Colorado Board of Real Estate Appraisers. Certification by another state will be accepted, provided the applicant is certified by the State of Colorado by the completion of the probationary period.

Requires possession of a valid Colorado Class "R" Driver's License at the time of application.

Additional Information:

The City and County of Denver values leadership that influences the commitment, ability and willingness of employees to provide quality service to the citizens of Denver.

Information provided on the application / resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume may not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

Classification Title: Staff Real Property Appraiser

Pay Grade: 614 V

Agency: Department of Finance, Assessment Division

To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Testing: 100% Staff Real Property Appraiser written test

Background Check/Drug Testing: Candidates must pass a criminal background check, 10 year employment verification and education verification. Additional checks such as credit and drug testing may be required.

Probationary Period: The successful candidate will be required to complete a minimum six month probationary period (benefits will be active during this time) prior to attaining Career Status with the City.

Recruiter: TA

Stationary Engineer (HVAC Mechanic) - DIA	Unlimited Regular	\$41,160 - \$60,067	05/01/12	Continuous
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Job Description:

Denver International Airport (DIA) has an opening for an experienced **Stationary Engineer (HVAC Mechanic)** to join our team of skilled tradesmen.

Do you enjoy working on large systems on the scale of a utility plant? Looking to join a team working on world-class systems at a world-class airport? Does full-time work, great benefits and a stable environment get your attention? If the answer is yes, we may be looking for you.

Our **Stationary Engineers (HVAC Mechanics)** will be operating and maintaining the Central Utility Plant at DIA, two satellite plants for the pre-conditioned air systems for the airlines, the Building Automation Systems, and hydronic piping and pumping system. The plant capacity is currently 15,000 tons of cooling and 180 Mbtu/h heating located in a single facility. The two satellite plants have 400 tons chiller capacity each.

The **Stationary Engineer (HVAC Mechanic)** is a front-line position for the Maintenance Division that directly handles the day-to-day work that maintains and keeps DIA operational 24/7. We're looking for dedicated people who will work day, evening, or night shifts which includes weekends and holidays.

DIA is the 5th busiest airport in the nation and the 10th busiest in the world. As one of the nation's newest major airports, DIA is poised for additional growth. As a gateway to the Rocky Mountain region, DIA is essential in linking Denver's people and products to the world. As a member of the Airport Operations team at DIA you will be an integral part of the exciting expansion efforts currently underway. The efforts of DIA's HVAC Mechanic teams help keep DIA a step above the rest and make a profound impression to our traveling public.

Interested? Please review the required qualifications and submit your application/resume for consideration.

Job Responsibilities:

- Installs, maintains, and repairs equipment and machinery which may include some fabrication.
- Operates, maintains, and repairs high/low pressure hot water boilers, pumping units vacuum pumps, boiler feed pumps and auxiliary equipment.
- Operates, maintains, replaces, and repairs commercial/industrial refrigeration and air conditioning systems, controls, and related equipment.
- Programs and updates automatic building system controls.
- Prepares working sketches and works from blueprints.

- Assists in the maintenance and repair work in a variety of other skilled trades areas.
- Plans and coordinates installation, maintenance, and repair work with other trades areas.
- Operates and maintains tools and equipment common to various skilled trades.
- Performs general plant and building maintenance repair.
- Maintains records and prepares reports; and, estimates materials, labor, and equipment costs.
- Observes all common safety practices.
- By position, participates in snow removal duties.
- Performs other related duties as assigned or requested.

The formal job description is listed under Job Specifications (HVAC Mechanic) on our website: <http://www.denvergov.org/jobs>

Qualifications:

Required Experience:

Four (4) years total in Stationary Engineering work consisting of:

- **Three (3) years** of either of the following:
 - Operating high-pressure steam boilers producing over 10 hp and steam pressure over 15 psi -OR-
 - Water heating boilers where the water temperature exceeds 250 degrees F
- **One (1) year** operating refrigeration equipment requiring an Operator per Chapter 1, Denver Building Code

Required License / Certifications:

- City & County of Denver **Stationary Engineer Certification** by completion of six month probationary period
- City & County of Denver **Refrigeration Journeyman Certification** by completion of six month probationary period
- Environmental Protection Agency (EPA) **CFC Universal Technician Certificate** by completion of six month probationary period
- Valid **Driver's License** at the time of application

Required Education:

- High School Diploma or GED Certificate

Preferred Experience:

- 5-10 years of Stationary Engineer work on large scale boiler systems and chillers

Additional Information:

We offer a very competitive benefits package including:

- Medical, Dental & Vision Plans (multiple programs)
- Paid Time Off (combined vacation/sick leave)
- Paid Holidays
- Retirement (Pension Plan & 457 Deferred Comp Plan)
- Flex Spending Account

- RTD EcoPass Discounts
- Parking Flex Cash
- Life Insurance; Short-term and Long-term Disability Insurance
- Domestic Partner Programs
- Wellness Center & Classes
- Education & Training Classes

Please note the following:

- **FBI Criminal Background Check required:** an FBI criminal background check is required for all positions at Denver International Airport (DIA). Employees are also required to report any felony conviction and/or moving violations to maintain this clearance / be eligible for continued employment.
- **Shift Work:** this position does require shift work as DIA is a 24/7/365 operation (includes nights, weekends and holidays). Mandatory overtime may be required. Additionally, this position requires mandatory snow duties which vary and can include nights, weekends and holidays.
- **Certifications for City & County of Denver** information can be found at website: www.DenverGov.org

C&CD Stationary Engineer link: [Stationary Engineer Certification](#)

C&CD Refrigeration Journeyman link: [Refrigeration Journeyman Certification](#)

Classification Title: HVAC Mechanic CT0139

Working/Functional Title: Stationary Engineer

Pay Grade: 619T

Compensation Range: \$41,160 - \$60,067

Hiring Range: \$41,160 - \$50,614

Agency: Aviation

To Apply: please select the apply button at the top of this posting / visit www.denvergov.org/jobs

Testing: Supplemental Questions

Probationary Period: The successful candidate will be required to pass a background check, employment verification, education verification and complete a minimum six month probationary period (benefits will be active during this time) prior to attaining career status with the City.

Recruiter: LF

"Continuous" Posting means this position will be open until filled.

Unpaid Internship - Office of Economic Development	Intern	See Position Description	02/07/12	Continuous
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Job Description:

DO NOT APPLY ON-LINE TO THIS POSTING. IF INTERESTED IN THIS POSTING PLEASE SEE BELOW ADDITIONAL INFORMATION.

Denver Office of Economic Development – Youth Services has internship openings in his office for the Spring/Summer 2012 session. As a City Agency, OED – Youth Services serves the entire City and County of Denver. This internship provides the opportunity to learn about city government while enabling those who participate to be of service to their community.

Job Responsibilities:

Interns will learn and participate in the full range of duties in the Office of Economic Development – Youth Services Workforce Center. They will assist with a variety of duties including case management, youth and employer recruitment, research, data entry, payroll services, , and assisting the Youth Services Team with special projects. Some administrative tasks are also part of the internship such as answering phones and other clerical duties.

Qualifications:

Qualifications include, but are not limited to:

Must be currently enrolled in a Undergraduate or Graduate degree program.

* Strong writing skills

- * Professional demeanor
- * Strong organizational skills, demonstrated experience with detail oriented work requiring follow up through completion.
- * Excellent interpersonal skills include dependability and ability to maintain confidentiality.
- * Work experience with youth (14-21)
- * Case Management experience

Additional Information:

Each internship will last through **September 2012** (or until you return to school). Each intern is required to commit to at least 20 hours per week. Internships are unpaid but college and graduate students may be able to receive credit.

If interested please send a letter of intent, resume and references to:

Internship Program
 Denver Office of Economic Development – Youth Services
 1391 Speer Blvd, Suite 520
 Denver, CO 80204

-OR-

youthservices@denvergov.org (Write **Internship Program** as the Subject)

Water Quality and Vector Control Intern (Professional Occupations Intern II)	Intern	\$15.34/Hour	05/17/12	05/24/12
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Job Description:

The Department of Environmental Health seeks a motivated intern to join the **Division of Environmental Quality - Water Quality and Vector Control** team.

Environmental Quality (EQ) assures environmental protection by providing assessment, regulatory compliance, technical assistance, environmental education, and stewardship initiatives for both private sector and city operations. Areas include air emissions, solid/hazardous waste management, water quality, site assessment and cleanup, environmental lead, and idling vehicles.

Water Quality and Vector Control is responsible for conducting field work, collecting water samples from streams and lakes, performing field surveillance for potential problem areas with mosquito larvae and rats, performing simple treatments when necessary, and completing related lab work such as data entry and equipment calibration.

Job Responsibilities:

Primary duties will involve assistance with all facets of our field monitoring in lakes and streams including sampling, preparing equipment prior to sampling events (decontamination of sampling equipment), maintenance and calibration of field meters, and database management (data entry and data quality assurance).

Secondary duties include monitoring for larval mosquitoes throughout the City and County of Denver. This activity is seasonal and depends on week-to-week needs.

Depending on the employee's interests and time availability, other opportunities within the City's Department of Environmental Health will be made available for learning purposes.

Qualifications:

Education:

Completion of two years of college and current enrollment in a college program leading to a Baccalaureate Degree or higher in the environmental field such as Environmental Science, Biology, Public Health, or a related field.

Enrollment must be in a learning institute that is accredited through the Higher Learning Commission.

A legible, official copy of an applicant's college transcript should be submitted along with the application. Transcripts should be electronically attached to the online application.

Experience:

None

Other Requirements:

Must have a strong interest in environmental processes such as biology, ecology, geology, hydrogeology, etc. Comfortable sampling in streams at high and low flows and (with hidden obstacles) and in variety of weather conditions; comfortable sampling lakes from a boat; comfortable working independently when necessary; flexible with schedule changes; punctual particularly when participating with field work. Successful candidate must be able to carry 30 lbs.

Preferred:

Some field sampling and lab experience.

Comfort and familiarity with Microsoft software (Excel, Word, Access, Powerpoint).

Geographic Information System (GIS) experience is desired.

Equivalency:

None

Licensure and/or Certification:

Requires possession of a valid Colorado Class "R" Driver's License at the time of application.

Additional Information:

No relocation assistance is available.

Please apply on-line at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies which includes a criminal history review.

Classification Title: Professional Occupations Intern, TA0015

Pay Grade: 406-A

Agency: Department of Environmental Health

Testing: 100% T&E

Recruiter: LM