



DEPUTY CITY MANAGER

This is a tremendous opportunity for an experienced, public servant and leader to join the City of Aurora team.



CITY OF AURORA, COLORADO

Deputy City Manager

THE CITY

Situated on prairie grasslands, rolling hills and the Black Forest's northern tip, Aurora offers something for every lifestyle, from convenient urban living to master-planned communities. Aurora is a close-knit community with excellent services and amenities. With Buckley Air Force Base, the Anschutz Medical Campus, Fitzsimons Innovation Community, and other major employment centers, the city has thriving aerospace, defense, bioscience, health care, and distribution industries. Aurora is also a global community. People from around the world live, work and have businesses throughout Aurora, creating a culturally rich environment and one of the city's greatest assets.

Long known as the Gateway to the Rockies, this All-America City lies on the eastern edge of the Denver-Aurora metropolitan area. The city boasts spectacular views of the Front Range spanning from Pikes Peak to Longs Peak. And, if you need to travel locally or abroad, Aurora's proximity to three major highways, light and commuter rail lines, and Denver International Airport makes it not only accessible, but a short commute to the world.

More than 386,000 residents and 10,000 businesses choose to call Aurora home, making it the third largest city in Colorado and the 54th largest in the United States. The city covers 160 square miles and is located within three counties, Arapahoe, Adams, and Douglas, with 74 square miles of land inside city limits still undeveloped. Aurora's diversity as a majority-minority city, where no one ethnic group is the majority population, is reflected in its many ethnic and independent restaurants and thriving arts scene.

Aurora provides access to quality education, with five school districts and nine campuses of higher learning meeting the instructional needs of residents and those beyond the city limits. Aurora is the only place in Colorado where students can get a Doctor of Medicine degree.

Aurora's climate is mild and dry, offering residents and visitors ample opportunity to get outside, stay fit, and enjoy all that Colorado living has to offer. Aurora has five golf courses, two reservoirs, more than 97 parks, and over 4,000 acres of open space and trails. Situated at the foot of the Rocky Mountains, Aurora is a gateway to all Colorado has to offer.

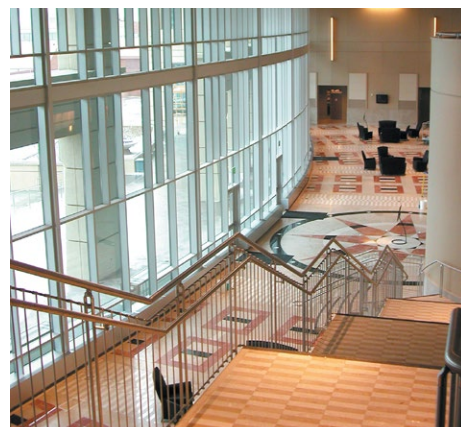
Why Work For Aurora?

- Make a difference in the lives of real people every day
- Diverse community
- Competitive total compensation package
- Well-Funded General Employees Retirement Plan
- Light rail station minutes away
- On-site fitness center and wellness programs
- Internal educational programs to assist with career advancement
- Access to innovation workspaces

For further information, please the city's website at: www.AuroraGov.org

GOVERNANCE

The City of Aurora is a full-service city governed by a council/manager form of government, which combines the political leadership of elected officials with the managerial expertise of an appointed local government manager. The Aurora City Council is comprised of the mayor and 10 city council members. Of those 10 members, six members represent one of the six wards that section the city. The remaining four members are elected at-large, like the mayor, to represent the city. The city of Aurora has 30 boards, commissions, committees and authorities composed of citizen volunteers appointed by the Aurora City Council. The City Manager is appointed by and reports to the mayor and City Council.



It is an exciting time to work for the City of Aurora, we're growing and looking for dedicated and collaborative individuals to join our team of talented and valued employees. Excellent organizations have a set of principles, or core values, that are used to implement their mission and vision. Those values represent the touchstone for the organization, guiding the decisions of the individuals and the organization. At the City of Aurora, we demonstrate our excellence by modeling the CORE 4 Values.

THE CORE 4

**Integrity ♦ Respect ♦ Professionalism
♦ Customer Service**

"Aurora is built on a set of four core values that are used to carry out our mission and vision. As ambassadors, each and every [employee] respects these principles as the cornerstone of our city. We hold ourselves accountable to them, and we use them to guide the decisions we make."

To learn more go to:

www.auroragov.org/city_hall/core_4_values

POSITION OVERVIEW

The City Manager is seeking a highly skilled individual who will have the ability to provide guidance and direction to ensure the efficient management and effective operation of assigned departments. The position will serve as one of three Deputy City Managers, supporting the City Manager as part of the City's executive management team. This individual is responsible for the planning and management of activities for their respective departments or divisions.

Key Areas of Responsibility:

- Oversees the operations of the assigned departments.
- Establishes short and long-range departmental priorities, goals, and objectives.
- Establishes and maintains short and long-range financial plans and strategies.
- Organizes and directs special projects, work groups, and task forces.
- Identifies and implements steps to make the departments progressively more effective, efficient, and service oriented.
- Responds to City Manager and City Council requests.
- Reviews and prepares items for City Council agendas and/or workshops.

- Serves as staff liaison to one or more City Council Committees.
- Develops systems, projects, policies, and procedures to streamline operations, reduce expenditures, and improve service.
- Represents the City in a variety of organizations.
- Makes presentations.
- Develops City policies on operations-related matters.
- Recruits and develops key department management and staff to build a quality management team.
- Oversees preparation and management of departmental budgets.
- Develops capital improvement programs.
- Prepares and makes policy recommendations to City Council.
- Performs other related duties as assigned.

CHARACTERISTICS OF THE IDEAL CANDIDATE

The next Deputy City Manager will be an exceptional leader with a heart for the community and the presence and the ability to respond to the City's challenges both strategically and tactically. The ideal candidate will bring experience in a diverse mid- to large-size city that offers an array of municipal services and has embraced innovative strategies to continue to provide those services while dealing with the realities of municipal budget constraints. This fiscally savvy, business-minded individual will be dedicated to the improvement of City services across all sectors of the population. Additionally, the successful candidate will be a bridge builder who embraces collaborative partnerships, and will use these relationships to improve services and create efficiencies through the implementation of strategic objectives.

The new Deputy City Manager will possess the emotional intelligence necessary to effectively lead and manage a diverse, high-performing staff, and the political aptitude to anticipate and plan for issues of concern. Exceptional communication skills and a leadership presence, both within the organization and in the community, supported by tangible accomplishments, are expected. This dynamic and innovative leader will be a "community steward" and shall be a values-based professional that is deeply committed to transparency and the mission of public service and make decisions that are in the best interest of the Aurora employees and the community as a whole.

The ideal candidate for the next Deputy City Manager shall have the following core competencies:

- **Leadership** – Empowers a diverse workforce; creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others.
- **Politically Astute / Community Collaborator** – Successfully engages with the Mayor & Council, senior management, external stakeholders, and civic leaders; maintains positive, productive community partnerships and collaborations; maintains relationships with other local state, regional and state elected officials and agencies.
- **Forward-Thinking** – Has patience and perseverance to foster a vision and direction for the City; seeks “best practices” and trends for continued growth and relevance; develops short and long-range plans, strategies, priorities, goals, and objectives.
- **Adaptable and Manages Change** – Able to adapt to ongoing challenges and capable of shifting direction when necessary; effectively communicates within the organization.
- **Communication Skills** – Exceptional listener; outstanding communicator with exceptional interpersonal, analytical, written, and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy.
- **Financial Development/Acumen** – Ensures innovative revenue development strategies; ensures continual adherence to generally accepted accounting principles, and related budget and financial matters; understands and can manage operations within budget constraints; experience with all forms of government finance mechanisms.
- **Results Oriented** – Improves and sustains superior project and program delivery; maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; optimizes resources; pursues achievable goals and works strategically to achieve them.
- **Problem-Solving and Strategic Thinking** – Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provides/ implements creative solutions and provides direction by clearly and effectively setting courses of action.

MINIMUM QUALIFICATIONS

- Bachelor’s Degree from an accredited college or university with major coursework in Public Administration, Business Administration or a directly related field
- Five (5) years as a Department Director, Assistant City Manager, or City Manager in a medium to large full-service municipal government or comparable organization.

COMPENSATION AND BENEFITS

The hiring range for this position is **\$149,347 (min) - \$209,086 (mid)**. The salary range for this position is **\$149,347 (min) - \$209,086 (mid) - \$268,825 (max)**.

Starting salary to be commensurate on the qualifications and experience of the successful candidate. The City also offers an attractive benefit package. To learn more, go to: <https://jobs.auroragov.org/benefits>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Wednesday, June 30, 2021**. Please submit your materials to: <https://www.cpshr.us/recruitment/1794>.

For additional information about this position please contact:

CPS HR CONSULTING

KYLIE WILSON
Senior Executive Recruiter
CPS HR Consulting
Phone: (916) 471-3325
Email: kwilson@cpshr.us
Website: www.cpshr.us

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process. An appointment is anticipated upon the completion of comprehensive reference and background checks.

