



CITY OF AURORA, COLORADO

# **Public Works Deputy Director**

## **Development Review Division**



## 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-American 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 398,000 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.

## 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.

## THE ORGANIZATION

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 of: Integrity, Respect, Professionalism, and Customer Service, and we welcome all who share these values to apply.





## WHY WORK FOR AURORA?

- ◆ Make a difference in the lives of real people everyday
- ◆ Diverse Community
- ◆ Competitive total compensation package
- ◆ Well-Funded General Employees Retirement Plan
- ◆ Light rail stations minutes away
- ◆ On-site fitness center and wellness programs
- ◆ Internal educational programs to assist with career advancement
- ◆ Access to innovation workspaces and remote work opportunities

For further information, please visit the city's website at [www.auroragov.org](http://www.auroragov.org)

## POSITION OVERVIEW

This is an exciting new position within the Public Works Department that will direct, supervise and manage the engineering Development Review Division responsible for the review and approval of projects for public improvements by private development. This position will plan, direct, organize, manage, and administer the City's engineering development review program under the direction of the Director of Public Works. Program areas will include, but are not limited to, project intake, development civil and site plan review, traffic engineering, real property, drainage coordination, and inspections coordination. ***This position is eligible for a flexible/remote work schedule, but candidates must reside in close proximity to the Greater Aurora/Denver Metro Area.***

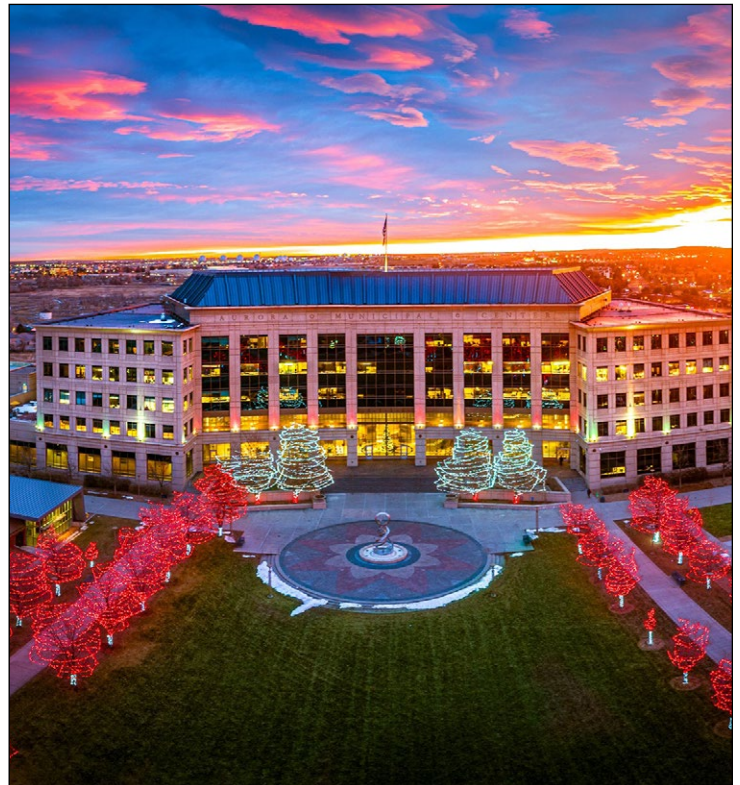
The city's overall development process, spanning several city departments, is managed by the Office of Development Assistance (ODA), a division of the City Manager's Office. ODA's project managers are the liaisons between our development partners including initial department introduction meetings, development applications and planning approval, civil construction document review and approval and building construction document review and approval and permitting. Departments that are integral to the development review process include ODA, Planning and Development Services, Aurora Water, Parks Recreation and Open Space and both the Public Works Engineering Services Division and Building Division.

The Deputy Director manages the new Public Works Development Review Division, including civil and site plans review, traffic and transportation engineering studies and plan review and drainage coordination. This role will manage and direct staff responsible for reviewing site and civil engineering plans for public infrastructure ensuring all design criteria, specifications, and requirements are met, as well as the Real

Property staff to ensure timely license agreements, easements, and inspection coordination. This position will collaborate closely with the Director, the Chief Building Official, and the Deputy Director of Engineering Services; as well as constant collaboration with direct reports including the City Engineer and the Plans Review Manager to improve customer service and meet review performance metrics.

### Key Areas of Responsibility:

- ◆ Creates programs designed to improve efficiency and effectiveness of the development review process. Monitors and evaluates service delivery methods and procedures, as well as identifying opportunities for improvements.
- ◆ Leads, plans, develops, organizes, implements, directs, and controls policies, goals, objectives and priorities for city master infrastructure and traffic studies and site and civil engineering services through subordinate management staff. Coordinates with Aurora Water on drainage studies.
- ◆ Consults with and provides guidance and direction to managers concerning organizational and operational goals, objectives, and problems. Recommends and administers policies and procedures.
- ◆ Negotiates and resolves sensitive, significant, and controversial issues.
- ◆ Prepares and presents staff reports and other necessary communications.





- ◆ Prepares comprehensive written reports for department action.
- ◆ Coordinates engineering activities and projects with other departments, developers, outside agencies and jurisdictions.
- ◆ Provides assistance and guidance to management and City Council on policy and programs related to development engineering matters and handles extensive customer complaint resolution and response to inquiries.
- ◆ Supervises assigned supervisory and managerial employees; appraises employee performance and reviews evaluations by subordinates; enforces personnel rules and regulations and work behavior standards firmly and impartially; identifies and resolves staff differences, conflicts, and deficiencies.
- ◆ Establishes appropriate service and staffing levels within City policy and allocates resources accordingly.
- ◆ Makes recommendations to the Director regarding selection, hiring, training, evaluating and disciplining assigned employees.

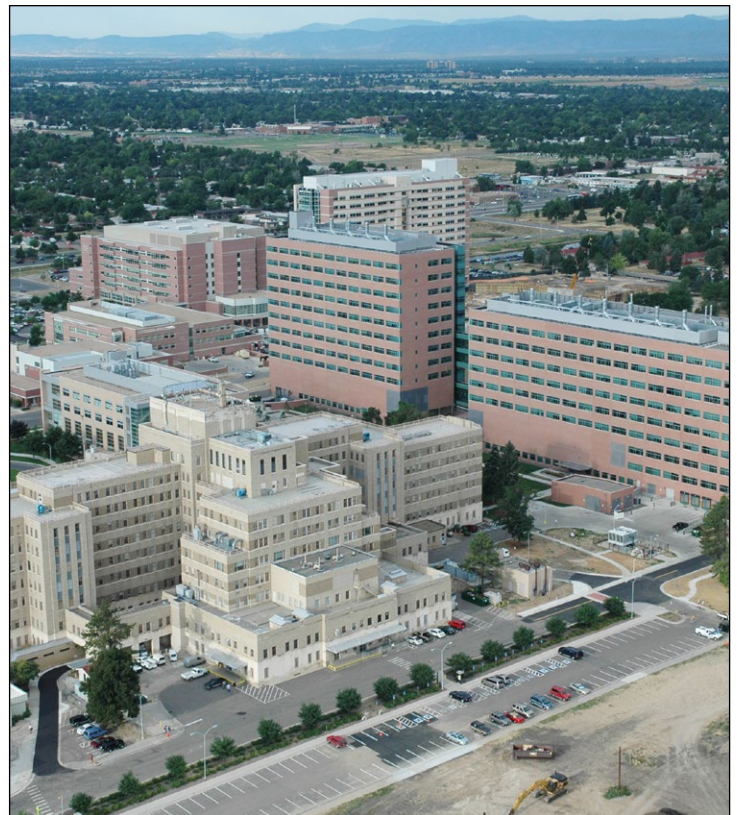
## CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate shall have a strong, transparent, collaborative, and motivating leadership style that fosters a culture of respect and accountability, develops sustainable relationships and demonstrates adaptability to thrive in a complex and ever-changing environment. It is imperative that this new manager has the ability to lead with tact and diplomacy, and candidates must have strong communication, presentation, research, and analytical skills, as well as exceptional interpersonal, decision-making, and managerial

skills to effectively implement policies and procedures in the best interest of the City and the department.

This dynamic and innovative leader shall be a values-based community steward that is deeply committed to the mission of public service and the willingness to strive for excellence with service delivery in community development. It is ideal that the next Deputy Director has extensive experience working with the challenges and complexities of similar sized organizations in development services to include real property, traffic plans and studies, project delivery and civil plan review. The successful candidate must have the political aptitude and leadership presence to be a bridge builder who embraces and fosters collaborative partnerships with developers and other internal and external stakeholders to create efficiencies in development plan review through the implementation of innovative solutions. This transformative leader will be dedicated to exploring strategies to improve the process of development review, as well as identify other future improvement opportunities and best practices in the industry.

This new leader must have the technical expertise and knowledge of applicable engineering principles and practices, citywide and departmental procedures/policies, knowledge of zoning development codes, and city, federal, and state rules and regulations. Registration as a Professional Engineer or Architect in the State of Colorado preferred.





The ideal candidate for the new **Public Works Deputy Director** shall have the following core competencies:

- ◆ **Forward-Thinking** – Fosters a vision and direction for department; seeks “best practices” for continued growth and effectiveness; develops short and long-range planning projects, strategies, priorities, goals, and objectives. Responsible for identifying and implementing business process and technology improvements.
- ◆ **Adaptable and Managing Change** – Adapts to ongoing challenges and capable of shifting in various directions due to changes in project priorities or issues; provides updates to City leadership on an ongoing basis.
- ◆ **Results Oriented** – Provides a high level of customer service; leads the identification and development of roles, goals, and objectives. Identifies opportunities to achieve effective and efficient project delivery. Develops and implements improvement strategies designed to increase efficiency, quality and increased customer satisfaction.
- ◆ **Problem-Solving and Strategic Thinking** – Demonstrates the ability to propose and implement creative solutions to unique and complex development scenarios; creates programs designed to improve efficiency and effectiveness of the development review process; makes informed decisions, and successfully addresses complex project challenges.
- ◆ **Collaborative** – Has a professional presence suitable to successfully engaging with Consultants, Developers, City Leadership, City Council, county and state officials, and community stakeholders; serves as a departmental representative for City Council meetings, community meetings and project meetings.
- ◆ **Leadership** – Demonstrates an enthusiastic and empowering workforce and 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
- ◆ **Communication Skills** – Strong interpersonal, analytical, written, and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy

## MINIMUM QUALIFICATIONS

- ◆ A Bachelor’s degree or higher in Civil or Architectural Engineering, Architecture, Public Administration, Urban Planning, Business Administration, or a related field. A Master’s degree is desirable.
- ◆ Registration as a Professional Engineer or Architect in the State of Colorado preferred.

- ◆ Seven (7) years of progressively responsible professional experience in engineering, building construction, planning or urban community development, or a closely related field.
- ◆ Three (3) years of supervisory and administrative management of a related major division or organization.
- ◆ An equivalent combination of education, training, and experience that demonstrates required knowledge, skills, and abilities may be considered.
- ◆ Organizational change management and experience managing staff through this process is desirable

## COMPENSATION AND BENEFITS

Salary range for position: **\$143,370 - \$179,212 - \$224,015**  
Hiring range for position: **\$143,370 - \$179,212**

This position is eligible for a flexible/remote work schedule, but candidates must reside in close proximity to the Greater Aurora/Denver Metro Area.

Starting salary to be commensurate on the qualifications and experience of the successful candidate. This position is eligible for remote/hybrid work opportunities. The City also offers an attractive benefit package. To learn more, go to: [https://www.auroragov.org/city\\_hall/departments/human\\_resources/careers/benefits](https://www.auroragov.org/city_hall/departments/human_resources/careers/benefits)

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice). First review of resumes begins on **Monday, September 12, 2022**. Please submit your materials to: <https://www.cpshr.us/recruitment/2062>.

For additional information about this position please contact:

**CPS HR CONSULTING**

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Resumes will be reviewed by the consultant and sent to the city for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the city. Media checks, and a comprehensive reference and background check will be performed on final candidates.