



CITY OF AURORA, COLORADO

# Manager of Parks Planning, Design, and Construction

## 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 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).

## 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.”

## DEPARTMENT OVERVIEW

The mission of the Parks, Recreation & Open Space (PROS) Department is to encourage active lifestyles and create healthy environments for people, nature and community. The divisions below work together to accomplish this mission.

The Department of Parks, Recreation and Open Space (PROS) has 7 divisions: Planning, Design & Construction, Open Space and Natural Resources, Business Services, Recreation, Parks & Forestry, Golf, and Special Events and Marketing. The department has approximately a \$50M operating budget and \$20M capital budget, along with 305 full-time and 400 to 1,100 part-time/seasonal staff.

The Parks, Recreation & Open Space Department (PROS) is responsible for encouraging active and healthy lifestyles through the acquisition, design, maintenance, programming and operation of the city’s indoor and outdoor recreation facilities, natural open space areas, golf courses and management of the city’s urban forest, in turn establishing quality of life for citizens. Specific services and facilities provided by the department include: urban parks, special use parks, athletic fields, park and ballfield facility management; multifaceted public golf courses; natural open space facilities including trails, water-based activity facilities, nature center operation and natural open space property management;

urban forestry management; parks facility planning, design, construction, and development review; indoor recreation centers, outdoor pools, indoor pools, joint use school facilities, outdoor sports, citywide special events and programming promoting active and healthy lifestyles leading to quality of life in Aurora.

## POSITION OVERVIEW

The Manager of Parks Planning, Design, and Construction will be responsible for park, trail, and arterial streetscape design and construction management, recreation facilities design, long-range planning, and master planning efforts under the direction of the Director of Parks and Open Space. This role requires comprehensive knowledge of principles and practices of site planning, public property design and construction, as well as project management and scheduling processes needed to maximize planning, design, and construction management. Experience in master planning, strategic planning, and other municipal planning and public engagement efforts that inform division and department goals are key.

### Key Areas of Responsibility:

- ◆ Develops master plans for both short- and long-range projects including capital improvements and infrastructure replacement.
- ◆ Oversees annual park development design, drawings, specifications, and construction.
- ◆ Meets with neighborhood organizations and community members to provide information and obtain public input.
- ◆ Monitors the division’s operating and capital budget program.
- ◆ Implements, revises, and manages Department’s comprehensive plan.







- ◆ Oversees department review of development projects as well as planning and design efforts of other departments and agencies with park and open space-related issues.
- ◆ Prepares information for and makes presentations to the Open Space and Parks boards, Planning Commission, and City Council.
- ◆ Supervises, leads, and effectively supervises a large diverse workforce, this includes but is not limited to making recommendations regarding selection, hiring, training, evaluating, and disciplining of assigned employees, as well as overseeing assignments and schedules of project team.

## CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate for this role will focus on a commitment to excellence in the full-cycle delivery of park projects and future master planning for the Aurora community. The successful candidate must have the leadership presence and political aptitude to be a bridge builder who embraces collaborative partnerships with internal departments and external stakeholders to pursue win-win solutions for the best interest of both the city and the residents. Candidates must also have exceptionally strong communication and listening skills, as well as leadership skills to develop a thriving and high-performing team of professionals by maximizing their potential.

Candidates shall have experience and working knowledge on a wide range of urban design projects such as regional parks, plazas, neighborhood parks, pocket parks, and the structures and features that shape and develop the identity and character of Aurora. It is imperative for candidates to have a proven track record of effectively overseeing municipal operating budgets and capital construction budgets,

as well as the ability to anticipate needs and prioritize/ manage multiple complex tasks while maintaining a high level of customer service to internal and external partners. Demonstrated success in obtaining county, state, and federal grant funds is also beneficial for this role.

The ideal candidate for the next **Manager of Park Planning, Design & Construction** shall have the following core competencies:

**Job Expertise:** Demonstrates knowledge of and experience with applicable professional and technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations. Ensures innovative funding strategies; ensures continual adherence to related budget and financial matters; understands and can manage projects within budget constraints.

**Communication & Listening Skills:** Exceptional listener; outstanding communicator with exceptional interpersonal, analytical, written, and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy.

**Solution Driven & Problem Solving:** 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; has the patience and perseverance to foster a vision and direction for the city; seeks “best practices” and innovation for continued growth and relevance.

**Leadership & Coaching:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn





from mistakes; provides motivational supports and direction. Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities.

**Political Savvy & Collaborator:** Successfully engages with the city leadership, elected officials, 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. Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

## MINIMUM QUALIFICATIONS

Candidates should have a bachelor's degree in landscape architecture, civil engineering, architecture, or related field, along with at least 5 years of progressively responsible experience in park planning, landscape architecture, and/or project management, and 3 years of supervisory experience. An equivalent combination of education, training, and experience that demonstrates required knowledge, skills, and abilities may be considered.

## COMPENSATION AND BENEFITS

**The salary range for this position is \$90,619 - \$141,592**  
**The hiring range for this position is \$90,619 - \$125,550**

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, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, May 16, 2022**. Please submit your materials to: <https://www.cpshr.us/recruitment/2005>.

For additional information about this position please contact:

CPS HR  CONSULTING

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Website: [www.cpshr.us](http://www.cpshr.us)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred to the city for further consideration. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

