



CITY OF AURORA, COLORADO

# Manager of Procurement

## ■ 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 404,200 residents choose to call Aurora home, and over 24,000 businesses are licensed in Aurora making it the third largest city in Colorado and the 51st largest in the United States. The city covers 164 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 and one in five residents is foreign-born, which is also reflected in the many ethnic and independent restaurants and thriving arts scene in the community.

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 life has to offer. Aurora has five golf courses, two reservoirs, nearly 100 developed parks, and over 8,000 acres of natural areas 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 City is composed of approximately 3,521 full-time employees and an adopted FY25 total operating and capital project budget of \$1.425 billion.



## ■ 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 every day.
- ◆ 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 innovative workspaces and remote work opportunities

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

## ■ ABOUT THE DEPARTMENT

The City of Aurora's Finance Department oversees more than \$1.5 billion annually of public funds, including taxes, fees for service, funds from other governments, utility charges for service, and grants. These funds pay for a variety of services including police, fire protection, parks, recreation, libraries, code enforcement, and maintaining and operating transportation and water infrastructure.

The city strives to provide the highest level of accountability, reporting and transparency on the use of public funds. The Finance Department is primarily responsible for the overall direction and management of the city's financial resources. Find out more about the city's guiding principles for fiscal responsibility and stewardship.

The City of Aurora's issuer default rating was upgraded by Fitch to AAA, the highest possible credit rating. Moody's affirmed the city's General Obligation issuer rating to Aaa, the highest possible rating. This speaks to the financial strength and well managed finances of the City of Aurora, as well as the City's strong tax base and its large, diverse economy with a favorable location in the metropolitan area. The City also consistently receives annual recognition from the Government Finance Officers' Association (GFOA), including the Distinguished Budget Presentation Award for the city's Budget Book for 25 consecutive years and the Certificate of Excellence in Financial Reporting for the city's Annual Comprehensive Financial Report for 38 consecutive years.

## ■ POSITION OVERVIEW

Under the general direction of the Director of Finance, the Manager of Procurement leads, plans, coordinates and administers the operations of the Office of Purchasing Services, which is a division of the Finance Department responsible for acquiring goods, services and construction contracts for the organization. This position will be responsible for managing an annual budget of approximately \$1,154,182 and a staff composed of 9 FTEs.

These services are typically managed through a structured procurement process to ensure and secure the greatest value for the city, considering cost, quality, delivery, service and other considerations that reflect overall value comparisons. All purchasing and contracting shall be accomplished in the best interest of the city.



## Key Responsibilities:

- ◆ Develops and drives a strategic procurement vision that aligns with the city's financial, operational, and policy objectives as well as the city's strategic plan
- ◆ Optimizes procurement performance and influences broader city priorities, such as cost savings, risk mitigation, and sustainability.
- ◆ Implements and tracks key performance indicators (KPIs) to assess procurement effectiveness, cost savings, and supplier performance.
- ◆ Pursues award programs that demonstrate best practices are incorporated into the Purchasing Division operations.
- ◆ Develops procurement talent through mentorship, professional certifications, and continuous learning, ensuring a proactive and high-performing team.
- ◆ Administers the purchasing and contracts functions for the city.
- ◆ Establishes short and long-range divisional priorities, goals and objectives.
- ◆ Coordinates and ensures the completion of complex projects related to purchasing services issues.
- ◆ Manages the legal and procedural complexities of services contracted by the city.
- ◆ Prepares and administers division budgets.
- ◆ Oversees technology implementations and utilization for the division as well as city departments.
- ◆ Establishes and updates city policy and city code related to purchasing services matters.
- ◆ Leads community outreach venues to businesses regarding how to do business with the city.
- ◆ Ensures regular training of internal customers regarding use of ERP and other technology and procurement policy and procedures.

## THE IDEAL CANDIDATE

The ideal candidate is a seasoned procurement professional who has the experience to manage the significant number of vendor contracts and complex project needs for the growing Aurora community. This new leader will need to focus on best practices to enhance organizational and process improvement, as well as integrate procurement strategies that support operational efficiency, innovation, and fiscal responsibility. This strategic-minded individual must value the delivery of customer service excellence when collaborating with city departments to make financially sound decisions to ensure the City's financial transparency, cost savings, risk mitigation, and sustainability. The new manager should have extensive experience in municipal purchasing, government procurement, and contract administration as well as budgeting management, and general accounting and finance knowledge.

The new **Manager of Procurement** shall have these additional core competencies:

**Leadership** – Possesses humility and a high level of integrity; has a fair, friendly and diplomatic demeanor; maintains confidence and calmness under pressure; establishes and maintains effective working relationships with all levels of management including executive staff, residents, and elected officials; adapts to ongoing challenges and capable of shifting in various directions necessary to manage changes.

**Financial Acumen** – Manages multiple contracts, purchasing agreements and bid documents; possesses the ability to evaluate and improve processes and procedures to enhance services; has demonstrated leadership in contract management, purchasing, accounting and budgeting general knowledge; has experience with implementation and evaluation of purchasing and accounting software systems.

**Process Improvement** – Seeks “best practices” in relevant industries and other public sector agencies for continued growth; identifies opportunities to achieve effective and efficient project/service delivery; assesses work performance and outcomes for ongoing process improvement, focuses on customer satisfaction and technological advancement; demonstrates the ability to propose and implement creative solutions for unique and complex scenarios.

**Communication** – Listens attentively to understand the needs, intentions, and views of others; possesses strong interpersonal, analytical, written, and verbal communication and presentation skills; provides information and feedback to staff and customers.

**Talent Management** – Effectively leads, supervises, and coaches a large and diverse workforce; develops a positive and inclusive team culture; provides opportunities for continued growth and develops a succession plan; instills an empowering and engaged workforce where ideas are fostered and nurtured.

## ■ MINIMUM QUALIFICATIONS

- ◆ Bachelor's Degree in business administration, finance, or a related field
- ◆ At least 5 years progressively responsible experience in government purchasing administration including construction and technology procurements
- ◆ At least 3 years government supervisory/leadwork experience

## ■ PREFERRED QUALIFICATIONS

- ◆ Experience managing and leading a purchasing function in a municipality
- ◆ Professional certifications such as CPPD, CACM, CPCM, CCPO or CPPB
- ◆ Workday ERP and Service Now experience
- ◆ Municipal purchasing experience is ideal!



## ■ COMPENSATION AND BENEFITS

The salary range for this position is **\$117,123 – \$183,004** with an anticipated hiring range of **\$130,000 – \$150,000** depending on qualifications.

The starting salary will be commensurate with the qualifications and experience of the selected candidate. ***This position is eligible for a flexible/hybrid work schedule, but candidates must reside in proximity to the Greater Aurora/Denver Metro Area.*** The City offers an attractive benefit package. To learn more, go to: [https://www.auroragov.org/city\\_hall/working\\_for\\_the\\_city/benefits\\_retirement](https://www.auroragov.org/city_hall/working_for_the_city/benefits_retirement)

## ■ APPLICATION PROCESS

**The first resume review deadline is Friday, April 25, 2025.** 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) to: <https://www.cpsshr.us/recruitment/2450>.

For additional information about this position please contact:



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Candidates deemed to have the most relevant and strongest 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 with the City. An appointment is anticipated upon the completion of comprehensive reference and background checks.