



**MILE HIGH FLOOD DISTRICT**

2480 W. 26th Avenue, Suite 156B Denver, CO 80211

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An Equal Opportunity Employer

*Protecting people, property, and our environment through preservation, mitigation, and education.*

## **EXECUTIVE DIRECTOR**

### ***Description:***

The purpose of this position is to preserve and grow the legacy of the Mile High Flood District (MHFD) in being the leader in floodplain and stormwater management, both regionally and nationally. Under general direction of the MHFD Board of Directors, the Executive Director serves as chief administrative officer of the District and is responsible for the overall strategic and operational management of the organization. This includes ensuring the effective implementation and evaluation of business plans, protecting financial assets, managing the workforce, overseeing the allocation of resources, recommending and carrying out policies of the Board, and ensuring compliance with all applicable requirements of the organization.

In carrying out the mission of the organization, the Executive Director leads a talented and dedicated workforce of 50 full-time staff members, four (4) of which are direct reports that include the Engineering Director, IT Director, Finance Director and Human Resources Director. The Executive Director also oversees the selection and contracting with professional consultants in the planning, construction, and maintenance of flood mitigation improvements and policies for the Denver Metropolitan area and the jurisdictions therein. Additionally, the Executive Director represents the agency to the Board, local governments, elected officials, and general public of the District.

The ideal candidate will be a supportive, innovative, and strategic leader with unwavering commitment to public service and a strong understanding of the complexities of floodplain and stormwater management in Colorado. The ability to communicate effectively and work collaboratively with staff, the Board of Directors, and other local and regional stakeholders, coupled with a professional demeanor and a proven track record of sound fiscal, technical and personnel management is expected. Strong communication skills, both verbal and written are critical, as the Executive Director serves as the public face of the District with the media, local governments, and outside groups/agencies. As such, the ideal candidate should have a proven track record of working with local governments and building strong relationships with other agencies, including non-governmental entities. Strong interpersonal and management skills are essential; the successful candidate will possess the demonstrated ability to support and empower employees while dealing effectively with personnel matters as appropriate.

The ideal candidate will also possess the ability to navigate in a political environment while building trust and respect. Active participation in professional organizations and being well networked in the industry is valued.

### ***Duties and Responsibilities:***

#### **Leadership and Operations**

- Leads, coaches, develops, and retains MHFD's high-performance senior management team; assigns responsibilities, ensures effective systems to track progress and maintain accountability, and regularly evaluates program components, so as to measure successes that can be effectively communicated to the Board and other stakeholders.

- Provides general oversight of MHFD operations and represents the interests of the District to external stakeholders.
- Coordinates policies and projects with the Board, the staff, and other units of government.
- Recommends and administers the annual operating budgets including control of expenditures, investment of funds, and the development of revenue sources.
- Develops and administers the personnel policies of the District including pay, benefits, and conditions of employment.
- Reviews and approves contracts for the District, ensuring integrity and alignment with the mission, vision, and core values; evaluating ethical and legal implications with support of legal counsel as appropriate.
- Establishes an environment within the staff which supports and encourages diversity and inclusion.
- Ensures ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, human resources, communications, and information systems; sets timelines and secures resources needed to achieve the strategic goals.
- Serves as an external local and national presence that publishes and communicates results with an emphasis on the successes and lessons learned as a model for regional and national replication.

### Stakeholder Management

- Supports a strong Board of Directors; seeks and builds trusted working relationships with Board members; ensures Board involvement with strategic direction for both ongoing and future operations.
- Stays abreast of legislation and industry trends that affect floodplain and stormwater management; keeps others informed and provides guidance and advice to stakeholders as appropriate.
- Represents the District with local governments, state, and federal agencies regarding District programs.
- Actively engages and uses institutional knowledge to inform, advise, and support MHFD Board members, local governments, elected officials, partners and other key stakeholders.
- Deepens and refines all aspects of communications—from web presence to external relations with the goal of maintaining a strong brand.
- Uses external presence and relationships to garner more influence and/or new opportunities for the District.

### ***Position Requirements:***

- Bachelor's Degree in Civil Engineering or other relevant branch of engineering.
- Preferred in addition: Master's Degree in Engineering, Business Management, Nonprofit Administration, or Public Administration.
- Current Professional Engineer license in Colorado.
- Ten (10) years of progressively responsible experience in the administration and management of one or more programs related to drainage, stormwater management, open channel flow, fluvial geomorphology, stream restoration, flood control, or a related field, in the private or public sector. Experience must include supervision of professional engineers and other staff.

### Preferred:

- Leadership over multiple programs
- Working directly with a Board of Directors, community stakeholders, or elected officials
- Understanding of financial management in the public sector, including fund accounting and budgeting
- Oversight of consultants and / or contractors

## ***Required Competencies:***

### Knowledge

Expert knowledge of related disciplines including current developments, techniques, and drainage concerns related to the development of property and land use in the state of Colorado; high level of understanding of MHFD programs and how they interface with local governments; knowledge and understanding of public administration including strategic planning, business operations, financial models, human resource management, customer and community relations, and information technology.

### Skills

Leadership, business management, social and interpersonal skills, communication, collaboration, conflict resolution, discretion and judgment, political prowess, and financial management skills.

### Abilities

Ability to navigate in a complex political environment; build trust and gain respect; confront and make tough decisions; build and sustain positive working relationships; maintain self and social awareness; consider other perspectives; effectively manage stress; thrive amidst frequent change; adapt behavior or work methods as necessary; manage multiple, competing demands; mobilize people in times of crisis; change approach to best fit the situation; maintain an openness to new information; and effectively manage ambiguity.

## ***Compensation and Benefits:***

- Compensation Range: \$170,000 - \$220,000
- MHFD offers excellent benefits that include a 401(a) Retirement Plan, Social Security Replacement Plan, 457 Deferred Compensation Plan, Health, Dental, and Vision coverage, Life Insurance, Long-Term Disability/Long-Term Care coverage and vacation/holiday/sick leave.

## ***Contact:***

To be considered for this exceptional opportunity, submit your résumé, cover letter, and six work-related references (who will not be contacted without prior notice) by **Friday, October 29, 2021**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Please submit your materials to: <https://www.cpsshr.us/recruitment/1869>

For additional information about this position please contact:

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