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**Aurora, CO**

*City Manager*



15151 E. Alameda Parkway, Aurora, CO 80012







## The Community

Aurora is Colorado's third largest city – and the safest large city in Colorado – spanning three counties in the eastern Denver-Aurora Metropolitan Area. With more than 350,000 residents who enjoy access to quality education, Aurora embraces expansion, while preserving Colorado's natural beauty. Aurora also hosts top national employers in aerospace and defense, bioscience, healthcare and alternative energy. Buckley Airforce Base calls Aurora home serving active duty, National Guard, Reserve and retired personnel throughout the Front Range community.

Situated on prairie grasslands, rolling hills and the Black Forest's northern tip, Aurora offers a unique quality of life that blends an old-fashioned sense of community with a range of outdoor and leisure activities. Our residents enjoy a wealth of opportunities and are proud to call Aurora home.

Aurora provides access to quality education. Four school districts and 12 campuses of higher learning, including the University of Colorado, meet the instructional needs of residents and those beyond the city limits. The city's annual Aurora Scholars program honors a student in every grade in every school in Aurora.

Tree-lined streets, open prairie, majestic views of the mountains and ample neighborhood parks make Aurora neighborhoods a comfortable place to call home. Aurora's strategic comprehensive plan emphasizes the formation of livable, full-service neighborhoods. More than 450 neighborhoods complete the fabric of the community.

Aurora's climate is mild and dry, with more than 300 days of sunshine a year, 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 5,000 acres of open space and trails. Situated at the foot of the Rocky Mountains, Aurora is a gateway to all Colorado has to offer.



## Accolades

Each year the city of Aurora is recognized for many accomplishments and achievements in professionalism, quality and dedication to excellence. Awards and recognition from 2016 and 2017 include:

- No. 1 Safest Large City in Colorado -- (FBI Uniform Crime Reporting)
- 3<sup>rd</sup> Best City to be a Homeowner (Smart Asset 2017)
- No. 1 Fittest City in the Nation – (Better Doctor 2015)
- No. 4 Top Cities in the U.S. for Living the American Dream – (WalletHub 2016)
- Top 2 Coolest Places to Retire in the World – (MSN Money 2016)
- No. 15 Best Park Systems in the U.S. – (ParkScore 2017)
- No. 13<sup>th</sup> Best City to Find Your Dream Job – (GoBankingRates.com 2017)
- Best Overall Award (for Cities with Populations Between 300,000 and 500,000), Aurora Sister Cities International -- Sister Cities International
- Distinguished Budget Presentation Award (2015 Budget Book) and Certificate of Excellence in Financial Reporting (Comprehensive Annual Financial Report) -- Government Finance Officers' Association

## Government

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 composed of a mayor and 10 council members. Of those 10 members, six are ward council members, representing one of the six wards that section the city. The remaining four council members are elected at large, like the mayor, to represent the entire city. The 10 members of Aurora's city council are part-time elected officials, meaning they may all have jobs in addition to their responsibilities as council members. The mayor's position is a full-time responsibility.

## The Position

Under the direction of the City Council, the City Manager provides leadership, executive direction, administration and management of all municipal services and programs and ensures the effective implementation of policies established by the Council.

The City Manager is the chief executive and administrative officer of the city, and as such provides leadership to Career Service, Police and Fire employees at the City. The City Manager creates and articulates the vision and direction for the city, and works through the various organizations to assist employees in understanding the city's vision and working to accomplish it. The City Manager models and champions the city's values of integrity, respect, professionalism and customer service. The powers and duties of the City Manager are outlined in the City's Charter, and many of those are listed below.

## Essential Responsibilities:

- Responds to City Council requests; reviews and formulates items for City Council agendas and/or workshops.
- Directs and reviews the preparation of policy recommendations to City Council.
- Annually prepares and submits a proposed city budget, and is then responsible for its administration once adopted.
- Annually prepares and submits a complete report on the finances and administrative activities of the city for the previous year, and shall be prepared to provide verbal or written reports at any time addressing the affairs of the city.
- Enforces all terms and conditions imposed on the city or its inhabitants in any contract or public utility franchise, and reports violations to Council.
- Attends Council meetings and participates in discussions with Council in an advisory capacity.
- Directs and administers planning, utilities, public works, parks, recreation and open space, internal services (human resources, purchasing, risk management and fleet operations), information systems, finance, fire, police, library and cultural services, and neighborhood services departments through deputy city managers.
- Provides guidance and direction to department directors to ensure the effective management and operation of general management functions including management support, communications, and development services.
- Coordinates with the City Attorney, Chief Judge, and the Judicial Administrator to ensure the effective disposition of City legal and judicial functions.
- Informs the public concerning plans and activities of the Council and of the City administration.
- Establishes a system of accounting and auditing for the City and demonstrates that legal provisions have been complied with and reflect the financial condition and financial operation of the City.
- Guides and directs the development of systems, projects, policies and procedures to streamline operations, reduce expenditures, and improve service.
- Represents and presents City interests to a variety of groups and organizations; performs additional duties as assigned.

## Education and Experience

Qualified applicants will have a Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration or a directly related field and at least five years' experience as a Deputy City Manager or City Manager in a medium to large full-service municipal government or comparable organization; a Master's degree is preferred.

## The Ideal Candidate

This is a key position within the City and it is essential for the successful candidate to work closely with the City Council to carry out city-wide initiatives and set the tone and vision for the employees of the city. The ideal candidate should possess strong knowledge of public administration principles, and experience in fiscal planning, budget preparation, and capital improvement programs. A record of accomplishment and success in economic development, planning and zoning will be essential for this role; urban renewal and redevelopment experience as well as experience with public/private partnerships will be beneficial.

The ideal candidate must possess excellent communication skills with a strong ability to forge effective working relationships with senior management, employees, citizens and elected officials. This individual must be a forward-thinking leader who inspires staff to achieve excellence and promote a strong customer service orientation. The ideal candidate will be a professional leader who presents a positive example of competence, professionalism, customer service and work ethic to the organization and community.

Effective communication along with strong collaboration and team building skills will be necessary for this individual. Advanced written/oral communication skills and experience with media relations are imperative. This individual must adhere to the highest ethical and moral standards and display transparency.

## Salary

The City of Aurora is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out of area candidate.

## Residential Requirement

At the time of appointment, the City Manager need not be a resident of the City or state, but prior to taking the oath of office, the City Manager shall reside within the City of Aurora.

## How to Apply

Interested applicants should forward a cover letter and resume to:

**resumes@affionpublic.com**

**Reference: AURORACM**

Affion Public  
2120 Market Street  
Suite 100  
Camp Hill, PA 17011  
888.321.4922  
Fax: 717-214-2205  
[www.affionpublic.com](http://www.affionpublic.com)



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