



## DEPUTY CITY AND COUNTY MANAGER

**\$150,904 - \$204,048**

*Plus Excellent Benefits*

*Apply by*

**August 2, 2020**

*(First Review, Open Until Filled)*

**PROTHMAN**



**WHY APPLY?**



Located equidistant between Denver and Boulder Colorado with a Colorado Rocky Mountain backdrop, the City and County of Broomfield is one of two city and county governments in Colorado,

and only one of 40 in the entire U.S. The area is nestled in one of the nation’s strongest metropolitan economies, offers over 300 days of sunshine each year, and is a safe, active community with strong school districts. Broomfield has taken a balanced approach to development and offers residents a careful mix of residential and commercial land use, with generous open space, parks, and natural areas. Residents enjoy world-class shopping and recreation, an abundance of open land, and a multitude of vibrant communities that offer everything from affordable starter homes to million-dollar custom homes.

This is an excellent opportunity for a dynamic public-sector management professional to play a critical role in enhancing a thriving organization with dedicated employees. If you possess strong interpersonal and leadership skills, have an eye for strategically improving public services, and enjoy taking a collaborative approach, this is the right position for you!

**THE REGION**

Home to 66,529 residents, Broomfield is located in the foothills of the Rocky Mountains along U.S. Highway 36, just seventeen miles northwest of Denver and nine miles south of Boulder. Several major highways allow easy access to the City and County from any direction.



Broomfield is an active, diverse, and connected community that has been ranked the 9th best place to live in the USA according to Money Magazine, and 5th out of the 50 largest U.S. metropolitan areas as healthiest places in the country according to a study by NerdWallet. The region offers 70 miles of on-street bike lanes, 90 multi-use (walking and biking) paths, a multimodal transportation network, and high-speed internet. Residents enjoy more than 281 miles of trails, 8,000 acres of open lands, 700 acres of developed parks, 45 playgrounds, and nearby hiking, mountain and road biking, fishing, boating, kayaking, skiing, and golfing opportunities.

For those looking to stay inside, Broomfield residents have access to many shopping amenities ranging from independent retailers to a super-regional shopping mall. The Flatiron Crossing Mall has more than 200 shops and restaurants and is the North Denver Metro’s premier shopping, dining, and entertainment destination, featuring award-winning architecture and retail set in a two-level enclosed shopping mall with adjoining outdoor shops, restaurants, and state-of-the-art movie theaters. Arista, located along U.S. 36, is an entertainment district with superior access to multiple transit options. Home to Broomfield’s 1STBANK Center, Arista attracts people from all over the Metro Denver region to enjoy shopping, concerts, comedy shows, and more.

Broomfield has one of the Top 10 best housing markets in the USA, and boasts an exceptional school system, with both public and private offerings, that combine the latest in education’s creative and innovative teaching methods. Within the Broomfield community, residents are served by the Boulder Valley School District, Adams 12 Five Star School District, Weld County School District, Jefferson County School District, Brighton School District, and St. Vrain School District.

## THE CITY/COUNTY

In the late 1990s, Broomfield made Colorado history by becoming one of two city and county governments in Colorado, and only one of 40 in the entire U.S. Strategic benefits of this change include better service delivery and quality of life opportunities for residents, cost savings of consolidated functions, mixed revenue sources, standardized tax policies, direct representation on the City Council, and an improved competitive environment for businesses looking for streamlined services and a unified policy-making body.

Broomfield features a council-manager form of government. The City Council, which also functions as the County Board of Commissioners, consists of a ten-member board with a mayor. Citizens elect two council members for each of Broomfield's five wards to serve staggered four-year terms. The Mayor is the leader of the board and is elected at-large for a two-year term. The City and County Manager, City and County Attorney, Municipal Judge, and several citizen boards report directly to City Council. The City Council appoints a City and County Manager to lead the organization. The City and County Manager, as the chief executive officer of Broomfield's municipal government, implements the City Council's policy direction and administers City and County operations. The City and County Manager oversees fifteen departments through two deputy/assistant city and county managers.

Services provided by Broomfield include general government, municipal court, public works (including water distribution, water reclamation, water resources and wastewater), parks and open space, recreation, library and cultural services, health and human services, assessor, police services (including detention), community development, housing, economic development, and recreation. Fire and Rescue services are provided by a separate entity - the North Metro Fire and Rescue district.

The current budget calls for 853.80 FTEs along with several hundred seasonal and temporary employees. The City's 2020 budget includes \$152,502,863 for operations, \$58,260,723 in capital improvement plan and \$23,178,537 in debt services.

## THE POSITION

Under the administrative direction of the City and County Manager, the Deputy City and County Manager assists the City and County Manager in planning, managing, overseeing, and directing City and County operations and services to meet City Council goals and objectives. This position works in partnership with other employees, departments/divisions, external entities, and the public in delivering effective and innovative services, and provides holistic services to internal and external customers by seeking ways to integrate programs or services provided by other departments, divisions, and external entities. Work is performed with broad latitude for independent judgment and action. For a full job description, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

**Growth:** As a county, Broomfield's boundaries are essentially fixed, however, since only approximately 60 percent of Broomfield's 33.6 square miles are developed, there is opportunity for Broomfield to continue to grow. The majority of the employment is currently in Broomfield's southwest area in and around Interlocken and Flatiron Crossing Regional Mall. Plans for Broomfield's undeveloped north area project substantial additional economic development and jobs. Broomfield's projected population at build-out is approximately 95,000. Effective growth management will be important for Broomfield's present and future.

**Northwest Parkway:** Administering the contracts between the Northwest Parkway Public Highway Authority and Brisa. It is anticipated that the Deputy City and County Manager will continue to assist the Managing Administrator for the Highway Authority.

**Economic Vitality:** Planning for economic vitality is critical to offer meaningful jobs and services to residents and to generate the tax base needed to provide reliable and high performing resident services. Increasingly, economic and business development is a holistic endeavor that looks beyond traditional job and business recruitment efforts. The community's overall quality of life - including cultural opportunities, connectivity and mobility, and social equity - speaks volumes to the organization and region's sustainability. Broomfield is redefining how to maximize opportunities to invest in bold ways to elevate art, culture, engagement, affordability, and community identity. The vision for the future focuses on sustainability and environmental quality, affordable and attainable housing options, revitalized shopping areas, unique and local retailers, and transit convenience and options.

**Long Range Financial Planning:** Conducting effective long-range financial planning. Successful long-range financial planning is a key element for Broomfield's economic sustainability. Broomfield has a Long-Range Financial Plan. The challenge will be to implement and adjust the Plan as necessary to address changing conditions.

**Water Reservoirs:** Coordinating participation in and plans for raw water storage reservoirs. Broomfield, along with 9 other cities and 3 districts, is participating in the Northern Colorado Water Conservancy District's Municipal Subdistrict's plans for an 86,000-acre feet raw water reservoir to store Windy Gap water which is one of Broomfield's major water sources. Broomfield is also planning for one or more local raw water storage reservoirs and considering various options. The current estimated cost of the reservoirs is over \$100 million. The challenge is to develop funding plans for the reservoirs and to determine the desired option for and implementation timing for the local reservoir(s).



**Regional Transportation Matters:** Coordinating the staff's participation in several intergovernmental groups regarding regional transportation projects. These projects include the Wadsworth Interchange in Broomfield, the US 36 Denver/Boulder freeway, the Jeffco Parkway, and the Regional Transportation District's FasTracks project.

**Sustainability:** Related to the above, is developing and implementing strategies for Broomfield's sustainability now and at Broomfield's build-out. Broomfield has a proposed Sustainability Plan that includes the following areas: Resource Conservation; Renewable and Alternative Energy; Community Education; Economic and Financial Sustainability; and Transportation, including Roadway Capacity, Alternative Modes, and Interconnected Bike and Pedestrian Systems. The Deputy City and County Manager will be expected to provide leadership and implementation efforts in implementing the Sustainability Plan as adopted by the Council as well as developing and implementing other sustainability strategies.

## IDEAL CANDIDATE PROFILE

### Education and Experience:

Candidates must have a bachelor's degree in public administration or related field from an accredited college or university, and at least six (6) years of management experience in municipal government, including two years of supervisory experience. A master's degree in a related field is preferred. Candidates must possess and maintain a valid driver's license by time of hire and maintain a safe driving record for continued employment. The ideal candidate will be prepared to thrive in ambiguity, think globally, act strategically and lead courageously.



**Necessary Knowledge, Skills and Abilities:**

- Broad knowledge of the theories, principles, and practices of organization, management, and budgeting. Broad knowledge of principles and practices of fiscal administration. Considerable knowledge of the principles and practices of public administration.
- Working knowledge of research methods and procedures. Knowledge of federal, state and local laws, statutes, ordinances, rules, and regulations pertaining to local government operations. Knowledge of the policies, procedures and goals of the City and County.
- Knowledge of the City and County organization including the personnel, programs, functions, and services of City and County departments and divisions.
- Skill in managing, planning, and coordinating major projects to achieve the City and County's missions, goals, and objectives.
- Skill in developing, implementing, and evaluating policies and procedures, applying appropriate public relations skills in various situations and circumstances and in facilitating change.
- Ability to evaluate complex circumstances and to formulate effective plans and procedures; prepare reports and to present facts clearly and concisely, orally and in writing.
- Ability to properly handle major programs and projects having political significance or high sensitivity in the community and serve effectively as a member of a senior management team.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations, listen well and communicate clearly in English orally and in writing with various audiences, and interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service and the continuous improvement of County services.

**COMPENSATION & BENEFITS**

- **\$150,904 - \$204,048 DOQ**
- Excellent and comprehensive health, dental, life and long-term disability insurance plans.
- Retirement programs include a Money Purchase Plan with contributions of 6% by the City and County and 6% by employees, and social security. In addition, a Deferred Compensation 457 Plan is available for employees who wish to contribute additional money to retirement on a pre-tax basis.
- A comprehensive leave program including vacation, sick leave, short-term disability leave, car allowance and 11 paid holidays.
- Organizational value on work-life balance, teleworking, flextime, and family.

**Please visit:**  
**[www.broomfield.org](http://www.broomfield.org)**



The City and County of Broomfield is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 2, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**City and County of Broomfield, CO – Deputy City and County Manager**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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