



CITY CLERK

This is a unique opportunity for a confident, politically astute self-starter with strong management skills to make a significant impact within Colorado's third-largest and most complex city, in collaboration with an exceptional community, senior management team, and staff.

CITY CLERK

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 381,000 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.

For further information, please visit the city's website at www.auroragov.org.



The City Clerk's Office is committed to providing excellent customer service to our diverse community through communication, trust, professionalism, respect and accountability.



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. Aurora's 2020 adopted budget of \$859.5 million includes a \$387.4 million general fund, enterprise funds such as water, wastewater and golf, and other funds and Aurora employs 3,214 FTEs.

In 2012, the city of Aurora set out to refine the city's internal core values. Developing a shared set of values serves as the foundation on which the city builds exceptional service and performance. Four distinct values known as the Core 4 emerged: integrity, respect, professionalism, and customer service. Through broad participation, the city of Aurora provides leadership and direction to develop a high-quality community that meets the needs of its citizens. Aurora is a city that is economically strong, people-oriented, environmentally sensitive, visually pleasing, and quality driven. Aurora will be a city of the future that will determine its destiny and set an example for others.

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."

To learn more go to: www.AuroraGov.org

THE CITY CLERK

Under the general direction of the Deputy City Manager, the City Clerk is responsible for the daily operations of the City Clerk's office including management of office functions and staff. The City Clerk manages a budget of \$570,681 and supervises three direct reports including a Records Supervisor, a City Clerk Analyst, and an Agenda Coordinator. Additional key areas of responsibility include:

Election Coordination: Provides expertise in support of special and regular elections by providing direction and coordination of election functions and staffing the Election Commission.

Council Relations: Serves as an advisor to City Council by aiding with City Council agendas, attending meetings, making presentations, and educating City Council candidates on the election process.

Leadership: Develops and leads a dedicated office staff in providing excellent service while developing operational priorities, goals, and objectives for the City Clerk's office.

Compliance Oversight: Actively engages in activities to ensure compliance with federal, state, and local laws and charter, including developing procedures for Colorado Open Records Act requests and oversight of redistricting requirements.

Records Management: Direct records management functions in a rapidly changing environment.

CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate will be a strong manager and relationship builder with the ability to demonstrate adaptability in a complex and ever-changing environment. Competitive candidates will possess proven administrative and supervisory experience in a medium to large municipality and have a strong understanding of the city management form of government. The new City Clerk will bring a fresh perspective and possess the ability to evaluate

and improve processes and procedures to enhance services. A strong, transparent, and motivating leadership style that fosters a culture of respect and consistent accountability will serve the chosen candidate well. Additional characteristics being sought include:

- Learning agility; the ability to learn and adapt in a complex environment
- Detail oriented
- Excellent communication skills
- Ability to build relationships and collaborate effectively at all levels of the organization
- Level-headed, self-starter unafraid to take initiative
- Ability to read, interpret, and convert statutes and ordinances to practical application
- Ability to understand the City Clerk role and position within the organizational structure
- Effective supervisor able to motivate, advance and/or discipline staff as needed

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration, business, or a related field AND five years of progressively responsible public administration, public policy, legal, or paralegal experience in a medium to large sized municipality. Experience must have included at least three years of supervisory/management experience. A driver's license (with good driving record) is required, as is Notary Public Certification (or ability to achieve within six months).

Experience in a City Clerk's office in a medium to large sized municipality is preferred. Possession of an advanced degree is desirable. Certification as a Municipal Clerk and/or Master Municipal Clerk is also highly desirable. Familiarity with election law and/or experience administering municipal elections preferred.

Note: A combination of relevant education and experience may be substituted for the minimum education and general experience requirements on a year for year basis.

COMPENSATION AND BENEFITS

The annual starting salary for this position is **\$90,654 - \$120,000**. Actual salary will be dependent on the qualifications and experience of the successful candidate. The City also offers an attractive benefit package which can be accessed at: <https://jobs.auroragov.org/benefits>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (who will **not** be contacted without prior notice) by **Monday, August 31, 2020**. Résumé 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://executivesearch.cpshr.us/JobDetail?ID=1676>

For additional information about this position please contact:



Kylie Wilson
Executive Recruiter
CPS HR Consulting
E-mail: kwilson@cpshr.us

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

