THE CITY OF GOLDEN, COLORADO  
Currently recruiting for the position of:  
Deputy City Manager

THE CITY OF GOLDEN

Nestled in the foothills just west of the metro Denver area, Golden is a beautiful place to live, work, and play. Golden’s iconic sign, which reads, “Howdy, Folks! Welcome to Golden,” perfectly captures the spirit of the friendly and forward-thinking city proud of its Western heritage. We are home to MillerCoors, The Colorado School of Mines, the Colorado Mountaineering Museum and more. With 20,000 residents within nine square miles, Golden boasts a small town atmosphere with educated, involved, and concerned citizens who want to maintain an excellent quality of life. Golden is a destination visited by tourists and recreational enthusiasts from all over the world each year. Golden is a community of entrepreneurism as the home of the very best in science, technology, and small business.

THE ORGANIZATION

The City of Golden is a home rule municipality that operates under the council-manager form of government. The City provides a full range of services including police, fire, streets, water, wastewater, drainage, public improvements, parks, recreation and golf, planning and economic developments, and general administrative services. Our Parks and Recreation, Public Works, and Police Department are all nationally accredited. These distinctions are an indication of the quality of our employees, operations, and services provided. We have 215 full-time employees, 320 part-time and seasonal employees and 90 volunteer firefighters.

We are steeped in history, hard work, recreation, ambience, and just plain fun! The City offers a unique small town atmosphere and a great place to work in an organization whose basic tenet is:

“Make the City of Golden a Great Place to Live, Work and Play.”

LIVE • WORK • PLAY
THE POSITION
Deputy City Manager

Under the guidance and direction of the City Manager, provides complex and confidential assistance and support to the City Manager and City Council. Works to achieve the overall organization’s mission in accordance with the City’s priorities as established by City Council. Required to attend City Council meetings outside of regular business hours.

Assists City Manager with planning, organizing, developing, coordinating, maintaining and directing City operations/initiatives related to City Council and assigned special projects.

Serves as a liaison with outside organizations and agencies to represent the City. Coordinates intergovernmental affairs for the City and is instrumental in developing and articulating policy initiatives.

Serves as a Department Director and may include supervision of one or more administrative divisions within the City Manager’s Office. Assumes City Manager’s role and responsibilities in his/her absence.

Portrait of the Ideal Candidate:

• Possess a Bachelor’s degree from an accredited college or university in Public Administration, Business, Management, Finance or a closely related field. Master’s Degree in Public Administration or Business preferred. Minimum of 6 years progressively responsible experience in municipal governmental management. Minimum two (2) years direct supervisory experience preferred. Master’s degree may be substituted for one year experience.

• Exhibits good ethical values; is above reproach in their conduct; utilizes good judgment; and takes pride in their work and the work of others.

• Has extraordinary interpersonal, customer service, and conflict resolution skills.

• Comfortable speaking in formal public meetings, as well as the ability to connect with small groups and individuals and understand their concerns.

• Ability to address challenges, stay focused, and adjust strategies to achieve goals.

• Possess the ability to foster teamwork, collaboration, innovation, and creativity.

• Provides a level of leadership which develops productivity, confidence, and accountability.
• Possess initiative and a willingness to take risks.
• Has a passion for public service to the community and citizens of Golden.
• Demonstrates strong computer skills, organizational skills, and attention to detail.
• Has a sense of humor.

We offer a premier position with a competitive wage and excellent benefits package that includes:
• Salary range: $82,200 - $123,400 DOQ and Experience
• Medical and Dental benefits
• Short and Long term disability
• Generous vacation, holiday and sick leave benefits
• Defined Contribution and Deferred Compensation benefits with a generous employer match
• Wellness benefits
• A great place to work

How to Apply:
Interested candidates that meet our qualifications must submit a completed online application including a professional cover letter and resume. Incomplete packages will not be considered. Please apply online at www.cityofgolden.net/jobs. The City of Golden is an Equal Opportunity Employer.

www.cityofgolden.net/jobs