

 **City of  
Louisville**  
COLORADO • SINCE 1878

# Deputy City Manager

CITY OF LOUISVILLE, COLORADO



# Deputy City Manager

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## COMPENSATION

The expected hiring range is **\$160,409–\$192,504**, depending on qualifications, with a competitive benefits package.

Residency within the City of Louisville is not required for this position.

## EDUCATION & EXPERIENCE

Completion of a bachelor's degree program at an accredited college or university with major course work in public or business administration or closely related field; master's degree in public or business administration or related field preferred; and seven years of progressively responsible administrative and management work in public or private organizations, five years of which includes supervisory experience.

## HOW TO APPLY

To review the full job description or to apply for the position, please visit [LouisvilleCO.gov/Jobs](https://LouisvilleCO.gov/Jobs). The position is open until June 16, 2023.

## QUESTIONS

Please direct any questions regarding the position or the recruitment process to Human Resources Director Ronda Henger at [rhenger@louisvilleco.gov](mailto:rhenger@louisvilleco.gov).



## About the Position

The City of Louisville, Colorado is searching for a **Deputy City Manager**.

The Deputy City Manager is a professional, director-level position which reports directly to the City Manager. This role includes professional work in planning, organizing, coordinating, and supervising the operations and functions of the City and its various departments, programs, and assets. The Deputy City Manager is responsible for:

- ▶ Assisting the City Manager with planning, organizing, developing, coordinating, maintaining and directing the overall operations and activities of the City
- ▶ Supervising staff and departments as assigned by the City Manager
- ▶ Acting as a liaison with outside organizations and agencies
- ▶ Representing the City in a collaborative and professional manner

The Deputy City Manager serves as a key member of the City's Executive Leadership Team and is the staff member designed to serve as Acting City Manager in the absence of the City Manager.

## WHAT HAPPENS WHEN

Absent unforeseen circumstances, this recruitment will follow the schedule below. Be mindful of the application deadline and final interview dates, which are unlikely to change.

<b>Application Deadline</b>	<b>June 11, 2023</b>
<b>Preliminary Interviews</b>	<b>June 22, 2023</b>
<b>Finalist Interviews</b>	<b>June 30, 2023</b>



# About Our Community

Established in 1878, Louisville's history is rooted in mining and agriculture. Over the years, the city has grown into a vibrant, thriving, and innovative community with a high standard of living. Nestled along Colorado's Front Range, Louisville is located in Boulder County, just nine miles east of Boulder and about 22 miles northeast of Denver.

Nearly 70% of Louisville residents possess a college degree, and the community is continuously ranked amongst the best places in the country to live and raise a family. With approximately 1,900 acres of open space, 28 parks, and more than 32 miles of interconnecting trails for biking and hiking, Louisville residents enjoy a myriad of opportunities to enjoy the natural beauty of Northern Colorado.

In addition to abundant recreational opportunities, Louisville residents also have convenient access to arts and culture amenities, excellent dining and shopping destinations, and the state's third-highest ranked school district. In the City's 2020 Citizen Survey, 99% of survey respondents rated Louisville as a place to live as excellent or good, and 98% rated its quality of life as excellent or good.

Louisville's authentic Main Street contributes to the city's small-town feel and hosts outdoor dining, craft breweries, galleries, boutiques, a state-of-the-art library, and more. World-class medical care includes the Avista Adventist Hospital in Louisville, the Boulder Medical Center, and several hospitals in Denver, including Children's Hospital Colorado and the Anschutz Medical Campus. A robust transit system, the Regional Transportation District (RTD), connects the city to the region.

The city's proximity to the University of Colorado and the Colorado School of Mines, as well as several national laboratories including NOAA, NIST, and NCAR, has helped foster a robust high-tech business and manufacturing presence in Louisville's Colorado Tech Center, a master-planned business park.

As Money magazine noted, "Add in dry, clear weather, little crime, good health care, low taxes, and Louisville is pretty tough to beat."



## POPULATION

20,975

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## MEDIAN AGE

41.1

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## MEDIAN HOME VALUE

\$677,000

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## MEDIAN HOUSEHOLD INCOME

\$125,124

# Our Ideal Candidate

Our ideal Deputy City Manager is team-oriented and highly collaborative, and able to build and maintain strong relationships across the organization and within the community. This ideal candidate is highly ethical, transparent, and trustworthy.

The City of Louisville's next Deputy City Manager should have considerable knowledge of the organization and function of municipal government, including municipal budgets and financial management principles. This individual should be able to provide sound advice and guidance to the City Manager, other members of the City's Executive Leadership Team, and the City Council.

The ideal candidate is a strategic thinker and creative problem solver, with strong analytical and critical thinking skills, who demonstrates initiative and is a proven self-starter. This individual strives for continuous improvement. A thorough understanding of public sector best practices and research methods and techniques is ideal.

Our ideal Deputy City Manager provides a forward-thinking, strategic approach to City management.



## DEPUTY CITY MANAGER RESPONSIBILITIES

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- ▶ Provides administrative and management staff assistance to the City Manager; conducts analysis of a wide range of municipal policies.
- ▶ Assists in developing, planning, and implementing goals and objectives for the City; recommends and administers policies and procedures; makes recommendations for improvement.
- ▶ Negotiates and resolves sensitive, significant and controversial issues.
- ▶ Project management of capital projects as assigned by the City Manager.
- ▶ Represents the City at and participates in meetings of boards and commissions, professional groups, and community groups; updates stakeholders about City program or project status.
- ▶ Assists the City Manager and staff in preparing and coordinating agendas and reports for regular and special City Council meetings.
- ▶ Provides staff assistance to the City Manager and the City Council; prepares and presents staff reports and other necessary correspondence.
- ▶ Meets and confers with a variety of stakeholder groups to explain City programs, functions, policies and procedures; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- ▶ May oversee and coordinate the activities and services of outside consultants; supervises the preparations of requests for proposals and the bid process; negotiates agreements and ensures contract compliance.
- ▶ Coordinates legislative affairs for the City Council.
- ▶ Works with the City Council and City Manager to maintain and enhance relationships with governmental entities within Boulder County.
- ▶ Stays abreast of new trends and innovations in the field of public management.



## About the Organization

The City of Louisville is a home rule municipality operating under the council-manager form of government. The seven-member city council consists of the mayor, elected at large, and six councilmembers elected from three wards, all of whom are elected on a nonpartisan basis. The mayor and councilmembers serve four year terms and are limited to two consecutive terms. Ward representative elections are staggered, with elections happening in odd-numbered years.

The city council sets policy, enacts ordinances, adopts the biennial budget, and hires the city manager, who oversees day-to-day operations, as well as the city attorney, municipal judge, and prosecuting attorney.

### VISION

The City of Louisville is dedicated to providing a vibrant, healthy community with the best small town atmosphere.

### MISSION

Our commitment is to protect, preserve, and enhance the quality of life in our community.

### VALUES

Innovation  
Collaboration  
Accountability  
Respect  
Excellence

The City's structure and operations have been designed to ensure an open and responsive government that integrates a highly dedicated staff, thoughtful elected officials, an involved citizenry, diverse businesses, and regional cooperation to provide high-quality and cost-effective services.

Louisville provides a wide range of services to residents and businesses, including water and sewer; police protection; planning, zoning, and building safety; street and road maintenance; parks, open space, and recreation; a library; a historical museum; and a golf course.

 **ANNUAL BUDGET** \$29.6M GENERAL  
\$87.6M TOTAL

 **CITY STAFF** 200 FULL-TIME  
225 PART-TIME & SEASONAL