



DIRECTOR OF PARKS, RECREATION AND OPEN SPACE

This is a tremendous opportunity for a dynamic, visionary leader in parks and recreation that can motivate and lead a progressive and high-caliber team within Colorado's third largest and most complex city, in cooperation and collaboration with a diverse and committed leadership team and community.

CITY OF AURORA, COLORADO

DIRECTOR OR PARKS, RECREATION AND OPEN SPACE

THE CITY

Once a budding frontier town of farmers and ranchers just east of the state's capital, Aurora is Colorado's third largest city with a diverse population of more than 366,000. From agricultural outpost to military bastion, Aurora established its foundation as a driving force in the west. Located in the eastern Aurora-Denver Metropolitan Area and covering 154 square miles, the city reaches into Arapahoe, Adams and Douglas counties. Tree-lined streets, open prairie, majestic views of the mountains and ample neighborhood parks make Aurora neighborhoods a comfortable place to call home. 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.

The safest large city in Colorado, Aurora offers residents a unique quality of life that blends an old-fashioned sense of community with a wide range of family-friendly outdoor and recreational activities. The city is home to six award-winning golf courses, numerous sports complexes, 96 top-ranked parks and 5,000 acres of natural open space where you can hike, walk, bike and fish. Art enthusiasts can enjoy the 240 pieces of public art displayed throughout the city, and there are also a variety of community events throughout the year.

The city has a vibrant economy and has enjoyed more than 20 years of tax stability. Home to some of the nation's top employers in aerospace and defense, bioscience, healthcare and the financial industry, Aurora offers a wide variety of job options in addition to an attractive, value-filled market for a full array of home buyers. The Aurora and Cherry Creek School Districts make top-tier public education accessible through flexible open enrollment and the Anschutz Medical Campus composed of nationally-renowned education, research and patient care facilities provides exemplary health care options while employing more than 22,000 people and treating 1.7 million patients each year.

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 proposed 2019 budget of \$752.6 million includes a \$362.7 million general fund, enterprise funds and other standalone funds such as water, wastewater and golf, and Aurora employs 3,094 FTEs.



The mission of the Parks, Recreation & Open Space (PROS) Department is to encourage active lifestyles and create healthy environments for people, nature and community. The divisions below work together to accomplish this mission.



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

DEPARTMENT OVERVIEW

The Department of Parks, Recreation and Open Space (PROS) has 7 divisions: Planning, Design & Construction, Open Space and Natural Resources, Business Services, Recreation, Parks & Forestry, Golf, and Special Events and Marketing. The department has a \$44M operating budget and \$40M capital budget, along with 300 full-time and 1,200+ part-time/seasonal staff.

PROS Offerings:

- 3,000 Acres of Open Space
- 97 Developed Parks
- 91 Miles of Trails
- 5 Golf Courses
- 10 Pools, Splashgrounds
- 9 Special Events
- 3 Nature Centers
- 2 Reservoirs
- 6 Recreation Centers
- 180 Athletic Fields
- 150 Reservable Park Shelters
- 25,000 Trees

PROS Awards Include:

- Award-winning Annual Special Events (*International Festivals and Events Association*)
- Columbine Award Winner for Innovative Programming: Zombie Apocalypse Camp (*Colorado Parks and Recreation Association*)
- Columbine Award Winner for Renovation: Moorhead Recreation Center (*Colorado Parks and Recreation Association*)
- Associated Builders and Contractors Award Winner for Excellence in Construction: Moorhead Recreation Center
- Highest Ranked Park System in Colorado (*Trust for Public Land*)
- No. 23 Best Park System in the U.S. (*Trust for Public Land*)

THE DIRECTOR OF PARKS, RECREATION AND OPEN SPACE

Under the general direction of the Deputy City Manager, the Director of Parks, Recreation and Open Space manages a department responsible for planning, coordinating, administering and directing the operation of the City's Parks, Recreation and Open Space Department in pursuit of the City's mission to maintain and enhance the overall function and appearance of its infrastructure.

This position requires comprehensive knowledge of principles, practices, and operating requirements of a parks and open space system; urban and parks design concepts; capital improvement program administration; contract administration; building, facilities and grounds maintenance; municipal management, budgeting, long range planning, and regulatory requirements.

Typical responsibilities:

- Establishes and maintains short and long-range departmental plans, strategies, priorities, goals and objectives
- Manages the continued growth of the community by ensuring amenities and facilities are properly maintained and offerings are meeting the needs of citizens
- Develops and implements parks and open space master plan
- Participates in negotiations for acquisition of public parks and open space
Administers the Conservation Trust Fund, Arapahoe County Open Space fund and Adams County Open Space fund and enterprise funds according to applicable rules and regulations
- Obtains gifts and grants to enhance the department's ability to provide services
- Develops and negotiates intergovernmental agreements for the joint provision of facilities and services
- Negotiates contracts and public property acquisitions
- Serves as liaison to boards, commissions, and citizens groups
- Makes presentations to City Council, Advisory Boards and community groups
- Develops City policies on parks and open space matters and makes recommendations to City Council and/or City Manager
- Oversees the selection, hiring, training, evaluation, disciplining and supervision of departmental employees
- Prepares and manages the departmental budget and identifies untapped resources to bridge the gap for funded and unfunded projects
- Develops and oversees capital improvement programs
- Coordinates operations with other City departments

THE IDEAL CANDIDATE

The ideal candidate has a strong, transparent, and motivating leadership style that fosters a culture of respect and develops sustainable relationships and demonstrates adaptability to thrive in a complex and ever-changing environment. The new Director will be an advocate and communicate the positive impact that parks, recreation programming and outdoor spaces has on the community, and have these additional core competencies:

- **Forward-Thinking** – Has patience and perseverance to foster a vision and direction of for department; seeks “best practices” and trends for continued growth and relevance; develops short and long-range plans, strategies, priorities, goals and objectives
- **Adaptable and Managing Change** – Able to adapt to ongoing challenges and capable in shifting direction necessary to manage changes; provides information and feedback to staff to an agile department
- **Results Oriented** – Improves and sustains superior business performance; builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; makes financially-sound decisions; optimizes resources and initiates efficient work processes; pursue aggressive goals and work hard/smart to achieve them; possess the ability to evaluate and improve processes and procedures to enhance services
- **Problem-Solving and Strategic Thinking** – Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provide/implement creative solutions and provide direction by clearly and effectively setting courses of action
- **Inspirational Leadership** – Demonstrates an enthusiastic and empowering workforce and creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions and values of others
- **Politically Astute / Community Collaborator** – Has a sense of presence to successfully engage with City Council, department heads, external stakeholders, and other agencies; develops positive, productive community partnerships and collaborations; has a clear understanding of the dynamics of each PROS division; and bridges roles and responsibilities within the department for overall success
- **Financial Development/Acumen** – Ensures innovative revenue development strategies; provides the necessary financial resources to sustain and grow the organization; ensures adherence generally accepted accounting principles are continually adhered to and related to all budget and financial matters; understands and can manage operations within budget constraints; identifies untapped resources
- **Talent Management** – Demonstrates the ability to attract, align, develop and retain the diverse talent pool needed to meet and exceed organizational goals

EDUCATION/EXPERIENCE

Bachelor’s degree in parks administration, recreation management, business administration or directly related field. Master’s degree preferred. At least 15 years of progressively responsible experience in the field including at least 5 years supervisory experience at a senior management level. An equivalent combination of education, training and experience that demonstrates required knowledge, skills and abilities may be considered. Public sector experience is a must, and Certified Parks and Recreation Professional (CPRP) credentials are a plus.

COMPENSATION AND BENEFITS

The annual starting salary for this position is **\$127,816 – \$191,681**. 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:

To learn more, go to:

https://www.auroragov.org/city_hall/working_for_the_city

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will **not** be contacted without prior notice) by **Friday, July 26, 2019**. Resume 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.cpsshr.us/JobDetail?ID=474>

For additional information about this position please contact:

CPS HR  CONSULTING

KYLIE WILSON

CPS HR Consulting

Phone: (916) 471-3325

Email: kwilson@cpsshr.us

Website: www.cpsshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred for interviews to the City in mid-August. The City anticipates holding interviews in late August or early September. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

