



# CITY OF ARVADA, CO

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## CITY MANAGER



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

## THE COMMUNITY

Arvada, Colorado is a beautiful first-ring suburb of Denver, the Mile High City. Arvada retains a small-town feel even with its estimated population of 107,700. Established in 1870, Arvada enjoys a rich history, quiet tree-lined neighborhoods, and a robust mix of business. The strong civic leadership balances quality of life with an understanding and support of business and economic development.

Arvada's land encompasses nearly 23,000 acres. Three proximate interstate highways provide easy access to the larger metropolitan region and Denver International Airport. An extraordinary trail system links with Denver trails on the east and the foothills of the Rocky Mountains to the west, punctuated with thousands of acres of parks and open spaces.

Residents and businesses have easy access to world-class research institutions including the University of Colorado and Colorado School of Mines; in addition, the Arvada campus of Red Rocks Community College provides training assistance to meet employer needs.

Arvada offers unique amenities. The historic downtown, listed on the National Register of Historic Places, provides an eclectic shopping and dining experience, and in 2016 is slated to become one of three Arvada-based transit stops when the Gold line is completed as part of the metropolitan FasTracks light rail system currently under development. The City also takes great pride in the Arvada Center for the Arts and Humanities, one of the largest multi-disciplinary art and cultural centers in the country. The Center offers everything from award-winning theater productions and concerts to educational classes, as well as a large banquet facility for corporate and social gatherings.

Arvada's diverse economic base, highly educated workforce, low crime rate, and superb quality of life have helped

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shape the community into one of the most attractive and competitive cities in the Centennial State.

## CITY GOVERNMENT

The City of Arvada operates within a Council-Manager form of government. This system of local government combines the strong political leadership of elected officials in the form of a Council, with the managerial experience of an appointed local government manager. The plan establishes a representative system where all power is concentrated in the elected Council as a whole and where the Council hires a professionally trained manager to oversee the delivery of public services.

The City Manager's office supervises implementation of policy and procedure as directed by the City Council through coordination and supervision of operations in all city departments. Staff also works with the City Council members on legislative matters and intergovernmental relations; works with citizens and neighborhoods; prepares City Council agendas; oversees franchises including telecommunications, energy, and more; submits a recommended budget to the City Council; is responsible for public information including media relations, marketing and communications, and cable and on-line video programming; and much more.

Arvada has a AAA rating by Fitch for the City's water bonds and a AAA





rating by Standard and Poor's for the City's outstanding Sales and Use bonds. In addition, the Police Department has been accredited and re-accredited a total of eight times by the Commission on Accreditation for Law Enforcement Agencies Inc (CALEA).

## THE IDEAL CANDIDATE

The City of Arvada is seeking a dynamic and experienced individual to serve as their new City Manager, after the City Manager of 14 years retires. The ideal candidate will oversee a staff of 681 regular FTE's and about 400 temporary employees and a 2011 operating budget for all funds of \$176,365,287.

The ideal candidate will be approachable and possess an open door policy for all. Candidates who are comfortable in a public setting and maintain a friendly management style are sought. At the same time, the individual will keep staff on track and hold them accountable. Someone who is willing to lead by example, be a public face for the community and get to know employees is being sought.

The ideal candidate will be a team builder with exceptional communication and listening skills. The incoming Manager will be a leader to Department Heads, staff, and the community. The City would benefit from a visionary thinker and strategic planner who can maintain services with limited resources. The City Council desires a Manager who will have a thorough understanding of financial data and internal municipal financial reports. The incoming Manager will keep the Council well informed on current financial affairs.

The selected candidate will be politically astute yet apolitical with excellent financial management skills. In addition, the new City Manager should have a background in planning, attracting development, and negotiating contracts for city improvements, infrastructure, and remedies for the community. Knowledge of transit systems is desirable.

A candidate who can lead with a global perspective and



yet not miss the details, who can provide balanced recommendations to the City Council, and who can focus on both immediate and future needs will be well-suited for this position. A high energy, ambitious leader who can fill a lot of roles simultaneously will excel in this position.

Typically, candidates applying for this position will possess a bachelor's degree; education equivalent to a master's degree with major course work in public or business administration or a closely related field is preferred.

## COMPENSATION

The salary for the City Manager is dependent upon qualifications; the current City Manager's salary is \$191,170 annually. The City also provides an attractive benefit package to executive employees including Retirement, Medical, Dental, Life Insurance, Long -Term Disability, Holidays, Sick Leave, Vacation, Car Allowance, Deferred Compensation Plan, and Flexible Spending Account.

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