



ECONOMIC DEVELOPMENT DIRECTOR RECRUITMENT BROCHURE

The City Manager is seeking a highly skilled Economic Development Director to provide leadership and vision to the City by developing and implementing business retention, expansion and attraction programs that support a financially viable, sustainable, and balanced quality community.

The Economic Development Director also serves as Executive Director of the Northglenn Urban Renewal Authority.

This key position of the City's Leadership Team partners with businesses, agencies, and others to bring about positive change in Northglenn. The ideal candidate

will possess experience in local government and be well-versed in working with prospects and attracting and negotiating community economic development projects.





ABOUT NORTHGLENN

Northglenn's 38,000 residents enjoy small neighborhoods with accessible schools, convenient shopping centers, parks, lakes, open spaces, and outdoor recreation facilities.

The City government's support for community and economic development makes Northglenn a hub of safe neighborhoods and business activity.

The quality of planning, development, services and volunteers creates a distinctive sense of community that is uncommon in many modern cities. Many of the original residents who lived in Northglenn when it incorporated in 1969 are still here.

The community is connected by the well-planned Greenway Trail System. The over 35 miles of off-street walking and biking paths connect with larger trail systems that lead throughout the Denver metro area.

Northglenn is only 15 minutes north of downtown Denver and all of the events and attractions of a major metropolitan city. Go east on Interstate 70 and Denver International Airport is only 30 minutes away. Turn to the west and the majestic Rocky Mountains tower over the landscape and are a mere half hour away by car.

Bask in 300 days of sunshine as Northglenn enjoys full seasons of summer, spring, winter, and fall. But thanks to our dry climate, the hot and cold aren't as harsh as in more humid climates.

Today, the residents of "the most perfectly planned community in America" continue to maintain that identity and embrace "the city that pride built."

FAST FACTS

- **Elevation:** 5460 feet
- **Climate:** Northglenn enjoys a mild, sunny, and semi-arid climate.
- **Average July High Temp:** 89.8
- **Average Jan. Low Temp:** 19.3
- **Sales Tax Rates**
 - **Northglenn:** 4%
 - **Adams County:** .75%
 - **Colorado:** 4%
 - **Total:** 8.75%
- **Property Tax:** 11.597 mills
- **Median Household Income:**
 - **Northglenn:** \$71,104
 - **County:** \$73,817
 - **State:** \$75,231
- **Households:** ~14,000
- **Average Household Size:** 2.9
- **Median Age:**
 - **Northglenn:** 32.8
 - **County:** 34
 - **State:** 36.9
- **Public Schools:** Adams 12 Five Star Schools



GOVERNANCE

Northglenn operates a Council-Manager style of government.

This means that Northglenn's residents elect a governing body (known as City Council) that conducts the legislative functions of the City. In turn, the City Manager executes the laws and administers the City's government.

City Council is comprised of the Mayor and eight council members. The City has four wards, with two representatives coming from each.

The City Manager, City Clerk, City Attor-

ney and Municipal Judge are appointed by and report to council.

Northglenn has 11 official boards and commissions, with volunteers appointed by council.



The annual Business Appreciation Event honors businesses and entrepreneurs that have excelled in Northglenn.



KEY AREAS OF RESPONSIBILITY

- Provide management and oversight of all Economic Development staff, programs, and projects.
- Manage significant, high-profile department projects and initiatives.
- Manage and participate in the development and implementation of strategic plans, goals, objectives, policies, and priorities; participate in strategy execution; recommend appropriate service and staffing levels to support the City's vision.
- Manage and coordinate the work of supervisory, professional, and technical personnel to implement adopted plans, adhere to regulatory processes, and achieve and maintain excellence in customer service.
- Work with and respond to questions and concerns from businesses, landowners, investors, real estate brokers, developers, urban planners, engineers, architects, businesses, community groups, and other agencies regarding development regulations, standards, and policies.
- Represent the City at various business and community meetings as needed; make presentations to various groups.
- Review technical documents, reports and studies; provide summaries and recommendations for the City Manager's consideration and approval.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review in the department.
- Participate in the development and administration of the department budget including capital improvements funding; develop the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor expenditures; recommend and implement adjustments as necessary.
- Complete a variety of organizational studies, investigations, and operational analyses; recommend modifications to department programs, policies, and procedures as appropriate. Maintain up-to-date information for organizational efficiencies, incorporating the latest technologies where feasible.
- Perform other related duties and responsibilities as required.



MINIMUM QUALIFICATIONS

1. Successful candidates require five years of increasingly responsible professional experience in economic development or closely related practice, including three years of supervisory or management experience. Public sector/local government experience preferred.
 2. Master's degree in Public Administration, Public Policy, Business Administration, Economics, Finance, Planning, or related field is required. Bachelor's degree with a minimum of relevant experience in public sector/local government.
- OR –
- A practicing economic development professional in a leadership role with more than seven years of experience may be considered as a substitute for a master's degree.
- Additionally,** certification by the American Institute of Certified Planners (AICP) or the International Economic Development Council (IEDC) is desired.



Prost Brewing Company is bringing its corporate headquarters, production and distribution center and a new biergarten to the Northglenn Marketplace.

The brewery portion is set to open in the second quarter of 2023, with the biergarten to follow in the summer or fall.



IDEAL CANDIDATE CHARACTERISTICS

The Economic Development Director will be an exceptional leader with a heart for the community and have the presence and ability to partner with businesses, agencies, and others to bring about positive change in Northglenn.

The ideal candidate will possess experience in local government and be well-versed in working with prospects and attracting and negotiating community economic development projects.

Essential skills for success in this role include political acumen, a strong understanding of incentives and financial policies related to development, analytical and strategic thinking, working with prospects, a proactive and solution-oriented mindset, and a collaborative multidisciplinary approach.

This position will have a critical role in managing external relationships with the development and business communities and must also demonstrate the ability to navigate internal systems and regulatory processes.

The successful candidate will also demonstrate an ability to work on confidential and time-sensitive prospects, can adapt with to changing priorities and projects, have thorough attention to detail, and show strong oral and written communication skills.



CORE COMPETENCIES

- Emotional/Social/Cultural Intelligence:** Effectively builds cooperative relationships; is tolerant of those who are different; is extremely self-aware; can always relate and work effectively in culturally diverse situations.
- Politically Astute/Community Collaborator:** Successfully engages with the Mayor and City Council, Leadership Team, external stakeholders, and civic leaders; maintains positive, productive community partnerships and collaborations; maintains relationships with other local, regional and state elected officials and agencies.
- Adaptability and Change Management to include being an Effective Change Agent:** Able to adapt to ongoing challenges and capable of shifting direction when necessary; embraces change and leads others to embrace and successfully navigate change.
- Job Knowledge and High-Quality Work Product:** Improves and sustains superior project and program delivery; maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; optimizes resources; pursues achievable goals and works strategically to achieve them.
- Financial Acumen and Budgetary Responsibility:** Ensures innovative revenue development strategies; ensures continual adherence to generally accepted accounting principles and related budget and financial matters; understands and can manage operations within budget constraints, experience with all forms of government finance mechanisms.
- Managing and Leading Others:** Models self-awareness; inspires others to be their best for the benefit of the organization; influences the team and broader organization; creates an environment where ideas are fostered and nurtured.



COMPENSATION & BENEFITS

\$120,305 to \$150,381

MIN

MID

Hiring Range

\$120,305 to \$150,381 to \$180,457

MIN

MID

MAX

Salary Range

Starting salary to be commensurate with the qualifications and experience of the successful candidate. The City also offers an attractive benefit package and relocation assistance provided if needed. To learn more, visit www.northglenn.org/jobs.



APPLICATION PROCESS & SCHEDULE

To be considered for this exceptional career opportunity, apply at www.northglenn.org/jobs.

An online application through the employment page of the City's website is REQUIRED prior to the job posting deadline. A résumé and cover letter must be included with your application. We are unable to accept résumés and applications from third-party employment sites such as Indeed.

HIRING TIMELINE

DATES SUBJECT TO CHANGE

Accepting Applications/Application Review/Candidate Notification:
Dec. 19, 2022, to Jan. 20, 2023

Preliminary Interviews (in person):
Week of Jan. 30, 2023

Candidate Notification:
Week of Feb. 6, 2023

Panel Interviews:

Week of Feb. 20, 2023

Final Interviews and Selection:

Week of March 6, 2023

Background Process Begins:

Week of March 13, 2023

Anticipated Start Date: April 10, 2023
(dependent upon applicant location)



DISCOVER NORTHGLENN

Northglenn is a vibrant community with almost 1,000 businesses.

We have a business-friendly and welcoming environment for companies to thrive and grow.

Our strategic location along Interstate 25 in the north metro Denver area offers many advantages, including -

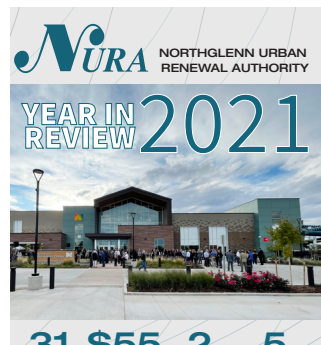
- Diversified prime real estate infill and redevelopment opportunities with

lower lease rates and smaller spaces

- Streamlined entitlement and development process
- Business assistance programs
- Available workforce

- Attainable housing

The Economic Development team is focused on excellent one-on-one customer service to support its new, existing and expanding businesses in Northglenn to help them be successful.



LEARN MORE

- Northglenn Economic Development:
www.northglenn.org/biz
- Northglenn Urban Renewal Authority:
www.northglenn.org/nura