The nearly 39,000 residents of Northglenn 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: $73,163
- County: $78,304
- State: $80,184
- Households: ~14,000
- Avg. 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 Attorney and Municipal Judge are appointed by and report to council.

Northglenn has 11 official boards and commissions, with volunteers appointed by council.
The City Manager is seeking a highly skilled individual who will provide guidance and direction to ensure the efficient management and effective operation of assigned departments. The position will serve as the Deputy City Manager, supporting the City Manager as part of the City’s Leadership Team. This individual is responsible for the planning and management of activities for their respective departments and divisions.

### KEY AREAS OF RESPONSIBILITY

- Assists the City Manager in the overall operation of the City
- Oversees the operations of assigned departments
- Plans, coordinates, and ensures quality control of information presented to City Council at formal and informal Council meetings
- Responds to City Manager and City Council requests
- Makes presentations
- Analyzes problems, identifies alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals
- Analyzes departmental organization and operating practices and directs improvements where warranted
- Monitors proposed state and federal legislation and prepares legislative impact reports for the City Manager’s consideration
- Directs staff in conducting extensive research on public policy topics
- Identifies needed change, creates a plan to guide the change through inspiration, and executes the change with the commitment of the group/staff
- Provides support in the preparation of the City’s annual budget and five-year capital improvements program
- Meets and confers with community groups and individuals to explain various City programs, functions, policies, and procedures
- Conducts special management projects as assigned
- Performs other duties as assigned
- Acts for the City Manager when required

The Northglenn Recreation Center, Senior Center and Theatre opened in October 2021. The facility won the 2022 Public Works Project Award for structures in medium-sized communities.
**IDEAL CANDIDATE CHARACTERISTICS**

The new Deputy City Manager will be an exceptional leader with a heart for the community and have the presence and ability to respond to the City’s challenges, both strategically and tactically.

The ideal candidate will bring experience in a diverse community that offers an array of municipal services and has embraced innovative strategies while dealing with the realities of municipal government constraints. This fiscally savvy and business-minded individual will be dedicated to the improvement of City services, and will be a bridge-builder who values diversity, equity, and inclusion.

The new Deputy City Manager will possess the emotional intelligence necessary to effectively lead and manage a diverse, high-performing staff, and the political aptitude to anticipate and plan for issues of concern.

Exceptional communication skills and a leadership presence, both within the organization and in the community, supported by tangible achievements, are expected. This dynamic and innovative leader will align with the City of Northglenn’s values of customer service excellence, inclusivity, integrity, accountability, respect, and joy, and is an individual deeply committed to transparency and the mission of public service.

The new Deputy City Manager will make decisions that are in the best interest of City employees and the entire community.

**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 & 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.

The Northglenn Justice Center, which opened in 2018, houses the Police Department, Municipal Court and Crisis Response Unit.
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.

MINIMUM QUALIFICATIONS

Successful candidates require a bachelor’s degree, master’s degree preferred, and a minimum of five years of public or private sector-management experience as a department director, Assistant City Manager, Deputy City Manager or City/County Manager of a comparably sized community or organization.

Experience working in a fast-paced, growing community or organization is a plus, as is familiarity with a broad range of local government operations for a full-service City (less fire services), and experience in successfully balancing a wide range of services related to supporting a highly rated community is an important consideration.

COMPENSATION & BENEFITS

$163,328 to $204,160

MIN

MID

Hiring 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 go to www.northglenn.org/jobs.

MIN $163,328

MID $204,160

MAX $244,992

Salary Range

APPLICATION PROCESS & SCHEDULE

HIRING TIMELINE

Dates subject to change

Accepting Applications/Application Review/Candidate Notification:
Nov. 6-22

Preliminary Interviews (Spark Hire):
Nov. 22-28

Candidate Notification:
By Dec. 12

Panel Interviews: Week of Dec. 18

Final Interviews and Selection:
Week of Jan. 1

Background Process Begins:
Jan. 15-26

Anticipated Start Date: Feb. 12 (dependent upon applicant location)

Artist’s rendering of the new City Hall, set to open in fall 2024.