



CITY OF
ASPEN

ASSISTANT CITY MANAGER

RECRUITMENT BROCHURE

First application review on February 28, 2020



THE POSITION

The Assistant City Manager is responsible for providing complex administrative leadership within a dynamic, full-service local government through implementation of the City's policy priorities. Aspen's small-town character, with world-class services, provides for an unparalleled professional opportunity.

The Assistant City Manager provides overall direction and supervision to five departments, ranging from parks and open space to cultural arts to affordable housing and public transportation.

The Assistant City Manager has six direct reports including the Aspen Pitkin County Housing Authority staff, as provided through an intergovernmental agreement with Pitkin County. Total span of control is for approximately 145 FTEs and \$45 million expenditure authority.

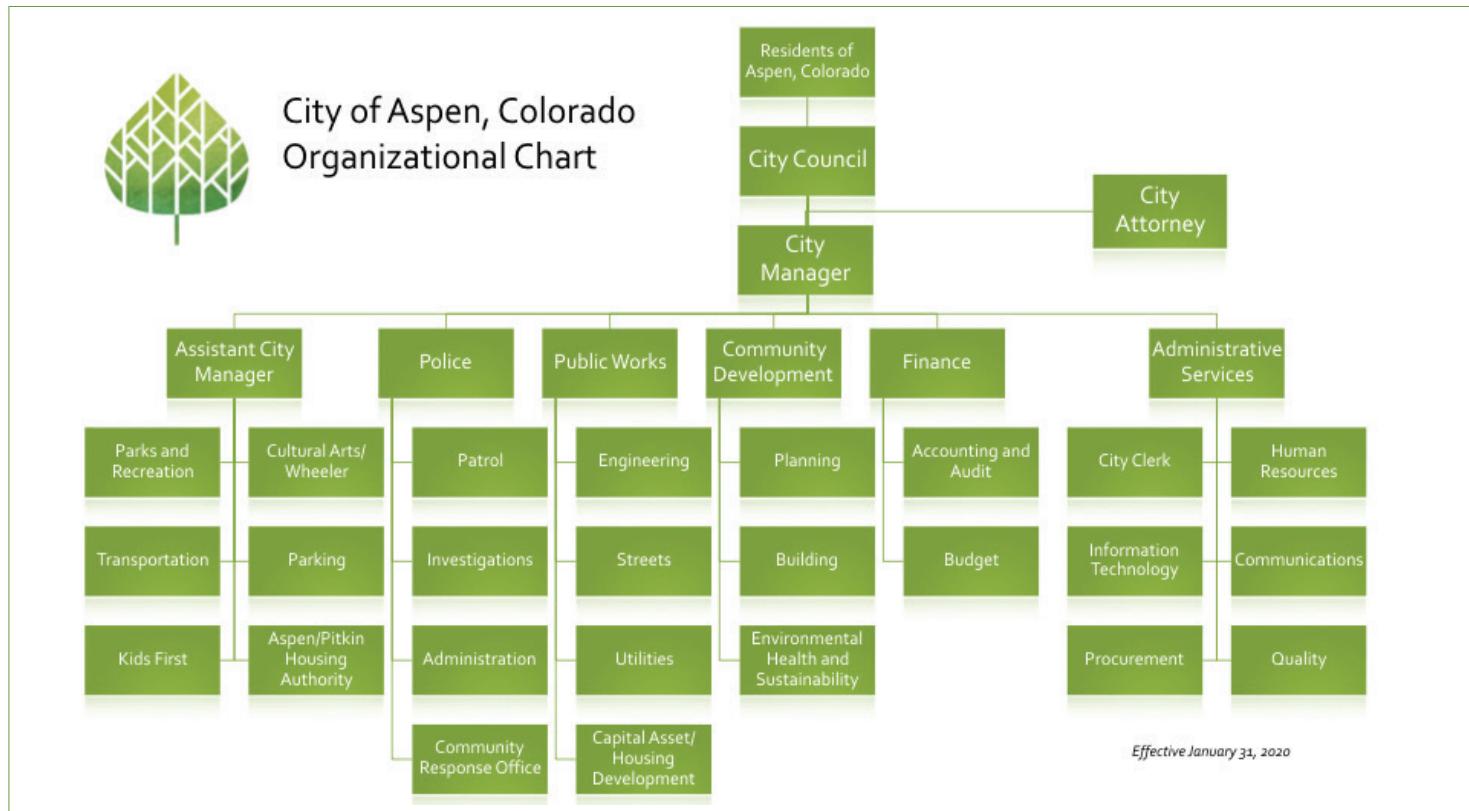
This position is vacant due to the promotion of the former Assistant City Manager to City Manager in the fall, 2019.



THE ORGANIZATION

Since 1971, Aspen has operated under a council-manager form of government whereby the City Council constitutes the City's legislative and governing body. The Council is composed of four members and a mayor, all elected at large. Council members are elected to four year staggered terms with the mayor elected for a two-year term.

In FY2020, the City's operating budget is \$112 million, and the organization has approximately 326 FTEs. The City is a "full-service city," providing a wide range of municipal services to its residents. Services include public safety (police and animal control), street maintenance, water, electric, culture, recreation, public improvements, public transportation, general administrative services, a public golf course, and rental and "for sale" affordable housing.



THE CITY MANAGER'S OFFICE

The City Manager's Office consists of the City Manager, Assistant City Manager, Public Works Director, Administrative Services Director, Special Project Manager, Communications Office (3 FTE), Quality Office (4 FTE), and Assistant to the City Manager/Purchasing Officer. The City Manager's Office provides overall guidance to all staff to implement the City Council's policies identified in the Aspen Area Community Plan, the City's strategic focus areas, and City Council's annual goals. The City Manager's Office staff exemplifies high customer service standards in all its interactions with the community and its constituents.

THE IDEAL CANDIDATE

The City of Aspen is seeking an experienced and seasoned leader who instills trust and confidence. The Assistant City Manager is a team player and provides city leadership with thoughtful, accurate, and timely information and recommendations.

The successful candidate is a problem-solver who sees the big picture, identifies creative solutions, and demonstrates sound judgment and decision-making skills. The Assistant City Manager manages multiple projects and deadlines, is detail oriented, technically savvy, and demonstrates political acumen. The Assistant City Manager will also effectively oversee multiple departments while providing senior level support to the City Manager.

The Assistant City Manager fully appreciates Aspen's rich history and is focused on moving the organization forward. This individual understands the importance of preserving the community's culture and identity and recognizes the importance of balancing Aspen's varied perspectives in order to accomplish City Council's priorities.

The successful candidate is an experienced professional who leads a team of accomplished staff and is fully invested in their continued success and development. The ideal candidate encourages creative thinking and provides staff with support, direction, and feedback while building strong relationships across the organization.

The model candidate is a strong communicator who can successfully engage with varied audiences and is resilient and calm in the face of controversy. This individual has experience in community outreach and civic engagement and understands the importance of not only providing the public with accurate and timely information, but in being accessible, responsive, and transparent.

EXPERIENCE AND EDUCATION

This position requires a bachelor's degree in business administration, public administration, public policy or related field and five (5) years of progressively responsible experience, including professional experience in budgeting, public policy, strategic planning, organizational development or other related public sector experience, including 3 years of progressive executive or senior management experience.

Preferred qualifications include a master's degree in public administration, business administration, or a related field and the management or supervision in a municipal or local government setting. Additional preferred qualifications include a background in affordable housing policy, elected official relations, and legislative relations with state and federal representatives, budget management, and community engagement.

COMPENSATION

The salary range for this position is \$140,000 - \$170,000, depending on qualifications, with an exceptional benefits package, including the potential for housing through employer-sponsored housing programs. These programs offer rental assistance, deed-restricted purchase, and down-payment home owner assistance.

The City provides several additional benefits to employees including a wellness program that offers an annual wellness fair, wellness presentations, and a personalized, goal-oriented online health program. Employees also can earn discounts and/or passes to the Aspen Recreation Center, annual ski passes, music festivals, and community events.

Employees who live outside of Aspen receive free bus passes or zone passes to use the bus system as a means of transportation for commuting to and from work.



HOW TO APPLY - Application information can be found at cityofaspen.com.

Open until filled with first review of applications on February 28, 2020.

QUESTIONS - Please direct questions to Courtney DeVito at courtney.devito@cityofaspen.com or (970) 429-1951.

THE COMMUNITY

Aspen, Colorado is a small, world-class resort community located in a remote area of the Rocky Mountains in the heart of the White River National Forest. Unparalleled outdoor recreation opportunities, breathtaking landscapes, and an abundance of arts and cultural amenities have solidified the City's status as an international tourist destination and ideal community to call home. Embodying the "Aspen Idea," which describes the importance of the integration of mind, body, and spirit, the City of Aspen's unique offerings make the community one of the nation's most desirable.

Recognized as one of the most beautiful places on the planet, residents choose to live here because they can connect with those who share similar values. Aspen residents are passionate, highly educated, engaged in their community, and embrace the mountain culture year-round.

Since the development of Aspen Mountain in 1946, Aspen Snowmass has become a premier winter resort complex that is consistently ranked amongst the top ski resorts in the world. The complex's four ski areas attract thousands of tourists from around the world each year and Buttermilk Ski Area has famously been host to the Winter X-Games since 2002.

While outdoor recreation is a predominate aspect of Aspen's culture, the community also boasts a full calendar of arts and cultural events. The Aspen Music Festival and School is the nation's leading classical music festival, presenting more than 400 musical events during its eight-week summer season and attracting 100,000 audience members annually. Jazz Aspen Snowmass (JAS) puts on several musical festivals throughout the year, including the JAS Labor Day Experience and JAS June Experience. The annual Food & Wine Classic in Aspen consists of three days of cooking demonstrations, wine tastings, and panel discussions led by world-class chefs and wine experts. Further, the Aspen Institute brings together world-renowned thinkers and doers for advancement of a free, just and equitably society through the annual Ideas Festival and year-around programming.

Downtown Aspen has transformed into a luxury shopping district, offering dozens of high-end retailers, restaurants, salons, and boutiques. Aspen's legendary après ski—or after skiing—scene has been recognized by *Conde Nast Traveler* magazine as the best in North America, illustrating the small community's dynamic nightlife and entertainment scene. Locally sourced produce and artisan products can be found at Aspen's Farmer's Market from mid-June through mid-October.

The Aspen School District was recently named the second-best district in the State of Colorado by Niche.com, highlighting the district's academic prowess and high-quality teachers and facilities. Over 63% of Aspen's adult population has obtained a bachelor's degree or higher, which is nearly double the national average. Colorado Mountain College operates a campus in Aspen, offering a range of degree programs and certifications for traditional and non-traditional students alike.

The Roaring Fork Transportation Authority (RFTA) provides bus service to Aspen and surrounding communities and is the largest rural transit system in the United States. Aspen/Pitkin County Airport serves the City and State Highway 82 is the only major road that provides access to Aspen.

KEY FACTS

Population: 7,228

Total Area: 3.87 square miles

Elevation: 7,908 feet above sea level

Businesses: over 1,200

Median Household Income: \$73,330

Median Age: 43 years

Median Home Value: \$771,000 (*free-market and deed-restricted*)

