

City of Northglenn

Applicants invited: Assistant to the City Manager



The Position

The City of Northglenn, a progressive municipality located just 20 minutes north of Denver, is seeking an Assistant to the City Manager who is an energetic and outgoing individual, with a collaborative spirit and drive for organizational effectiveness. The Assistant to the City Manager is a position with high internal and external visibility requiring excellent interpersonal, organizational and verbal and written communication skills. The position reports directly to the City Manager but will have an opportunity to also work with other city departments providing a variety of analytical and administrative project support to meet the goals of the City.

The Assistant to the City Manager position involves highly responsible, operational and professional work in assisting the City Manager's Office. Primary responsibilities include compiling information and statistical data; preparing reports; reviewing and analyzing operational activities and procedures; managing special projects/initiatives and coordinating specific programs; assisting in the implementation of new programs, systems and procedures; and responding to resident/customer inquiries, concerns and problems. The new Assistant to the City Manager will assist with the creation of a Homelessness Task Force, creation of a City Race & Equity Initiative, building a performance measurement program, and other key initiatives outlined in the 2019-2023 City Council Strategic Plan.

Salary \$71,800 - \$107,760 DOQ

The City of Northglenn

The nearly 39,000 residents of Northglenn enjoy established neighborhoods with excellent schools, access to 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 still live here.

The community is connected by the well-planned Greenway Trail System. The 28 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 25 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."



Qualifications

Graduation from an accredited college or university with a Master's Degree in Public/Business Administration or related field. Must have three (3) years of professional work experience in an administrative capacity with strong public relations and analytical skills. Experience in a public organization or municipal government preferred. Equivalent combinations of education and experience will be considered. Applicant must possess excellent interpersonal communication and public speaking skills, and have the ability to build and maintain effective internal/external working relationships.

Must have a valid driver's license with a good driving record at time of hire. Successful applicants will be required to undergo a pre-employment drug screen and background check.

Ideal Candidate

As a member of the City's management team, the position requires independent judgment, discretion and initiative as work is performed with wide latitude. The ideal candidate will have the aptitude and diplomacy to communicate and interact with various levels of elected officials, leadership team members, the general public and City employees. The candidate will have the skills to prepare complex reports, contribute to strategic planning processes and demonstrate the ability to analyze problems, recommend solutions and make difficult decisions.

Application Process

Candidates should submit an on-line application at www.governmentjobs.com/careers/northglenn, no later than Monday, December 2, 2019 @ 5:00 p.m. Please include cover letter and resume.



Recruitment Schedule

Application Deadline: Monday, December 2, 2019 @ 5:00 p.m.

Preliminary Interview: Tentatively week of December 9, 2019

Final Interview: Tentatively week of December 16, 2019

For more information contact Heather Geyer, City Manager at hgeyer@northglenn.org or Paula Jensen, Director of Management Services at pjensen@northglenn.org

Highlighted Benefits

Medical, Dental and Vision

Northglenn provides full-time employees with medical and dental benefits and pays a major portion of the employee premium (including dependent coverage). Medical benefits are offered through Kaiser Permanente. The Kaiser medical plan is a Health Maintenance Organization (HMO), which requires you to visit Kaiser hospitals and doctors for all non-emergency care. Dental benefits are provided through Delta Dental of Colorado. Vision benefits are provided through Vision Service Plan (VSP), employees pay the full premium.

Life Insurance, Accident Coverage and Disability

Full-time employees are provided with basic life and accidental death & dismemberment (AD&D) coverage at no cost. Life insurance benefit is one and one-half times your annual salary up to \$200,000. AD&D benefit: Should your death be due to an accident, your beneficiary would receive an additional one and one-half times your annual salary up to \$200,000. Your spouse and dependent children are covered for \$1,000 of life benefits.

Northglenn provides full-time employees with short-term disability and long-term disability coverage at no cost.

Retirement Savings

Northglenn helps employees save for retirement on a tax-deferred basis with a 401(a) pension plan. Northglenn contributes a percentage to your 401(a) based on years of service. Employees have a mandatory 12% contribution. Additionally, employees may choose to participate in 457 retirement plans offered through ICMA-RC or Nationwide Retirement solutions.

Leave Time

Northglenn provides employees competitive general leave accruals, 10 paid holidays and 2 personal leave days annually.

Wellness Program

The city of Northglenn values employee wellness by encouraging healthy lifestyle choices through education and engaging wellness opportunities. Our employee wellness program includes all aspects of employee wellbeing including physical/nutrition, mental/emotional, environmental, social/community and financial wellbeing.

