

City of Boulder Invites Applications for ~Assistant City Manager I~

This position is accepting applications until 01/25/2015 at 11:59pm

SALARY \$95,900.00-\$146,200.00 Annually (DOQ)

LOCATION Municipal Building
1777 Broadway

SCHEDULE Generally M-F, 8am-5pm



POSITION OVERVIEW

Are you passionate about citywide issues? Do you want to have a hand in managing citywide projects, conducting research and have oversight of various departments? This Assistant City Manager I position in the [City Manager's Office](#) will also provide leadership and support to meet the community's current and future needs through appropriate efficiencies, technologies and services. The work performed is of a highly responsible, confidential and complex nature requiring experience in administration, management, project management, and public processes.

POSITION REQUIREMENTS

A Bachelor's degree from an accredited college in Public Administration, Business Administration, Communication, Political Science or a closely related field and at least 5 years of progressively responsible professional experience in government administration or any equivalent combination of education and experience. Demonstrated record as an innovative leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers. Demonstrated experience in project management and public process, including ability to coordinate and manage complex projects involving competing interests and objectives. Demonstrated leadership and management skills and an ability to lead teams of executive, managerial, and professional staff. Experience in research, policy development and analysis, and report writing.





How to Apply

Interested candidates should submit an online application, complete with:

- Writing sample
- Cover letter
- Résumé

via BoulderColorado.gov.

Contact

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Human Resources Representative

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Our Organization

The City of Boulder is a progressive organization with a culture that places a great deal of emphasis on diversity. We strive to achieve our vision of “*Service excellence for an inspired future*” by demonstrating core values in all that we do. These include:

- Respect
- Integrity
- Collaboration
- Innovation
- Customer Service

About Boulder

The City of Boulder is a values-based organization that frequently ranks among the top in the nation in health, well-being, [quality of life](#), and education. Nestled at the foot of the beautiful Rocky Mountains and just 35 miles NW of Denver, [recreation/entertainment](#) options are limitless. Boulder is home to 97,385 residents, the University of Colorado, and some of the state’s finest public and private K-12 institutions. The city—known worldwide for its natural beauty—is committed to sustainability and protecting the environment. Add in a moderate climate and 300+ sunny days every year and it’s clear that the Boulder area is an amazing place to live, work, and play.

Employee Benefits

The City of Boulder offers comprehensive, affordable [benefits/wellness plans](#) to all standard employees. In addition to available health, vision, dental, life, extended disability, legal, and retirement plans, City employees receive a number of valuable perks, including an [RTD EcoPass](#) for unlimited rides on all local, express, and regional bus/light rail service and a [recreation pass](#) for unlimited use of all recreation centers, outdoor pools, and the Boulder Reservoir.