



*Invites your application  
for the position of*

# ASSISTANT TOWN MANAGER



# OUR COMMUNITY

Parker is a community where the wild spirit of the West meets the heritage and charm of a small town. Our Town has a lot to offer residents and visitors alike. From a charming historic downtown, to an expansive parks and trails system, to a variety of outstanding restaurants and cafes, you will soon realize that there is something for everyone. Simply put, if you love Colorado, you're going to love Parker!



## PARKER QUICK FACTS

- Officially founded in 1864
- Incorporated as a municipality in 1981
- Located 20 miles southeast of downtown Denver and 22 miles from Denver International Airport
- Elevation of 5,900 feet
- Population of 62,442 and area of 22.4 square miles
- More than 64% of residents possess an Associate Degree or higher
- Median household income of \$119,919
- Douglas County School District RE 1 is ranked as one of the state's highest-performing school districts
- Recreation amenities include 20-plus miles of paved trails, 250 acres of developed parkland, 900 acres of open space and two major facilities
- Has a strong arts scene featuring a newly emerging cultural district anchored by the Parker, Arts Culture and Events (PACE) Center
- Ranked as the No. 2 Best Place to Live in America in 2020 by *Money.com* (population over 25,000)
- Ranked as the No. 1 Place to Raise a Family in Colorado in 2019 by *WalletHub.com*

Learn more about Parker at [www.ParkerOnline.org/AboutUs](http://www.ParkerOnline.org/AboutUs).

## OUR ORGANIZATION

Parker is a home-rule municipality governed by a Council-Administrator form of government. Citizens elect six at-large Councilmembers and a Mayor, who serve staggered, four-year terms, and are limited to four terms.

The six-member Town Council appoints the Town Administrator, who heads the executive branch of the government, implements Town Council directives and policies and the administrative and operational functions through the department directors. The Town Administrator appoints department directors, except for the Municipal Court Judge and the Town Attorney, who are appointed by the Town Council. The Town Council has been consistently supportive of and is vested in its employees.

Here are some additional key facts about our organization:

- Services provided to residents include Public Safety (Police, Building Inspections), Public Works, Arts, Parks and Recreation, Community Development and Stormwater Utilities
- General government activities include administration, human resources, legal, finance, community development services, and municipal court
- Services provided by separate districts include Water and Sanitation, Fire Rescue, Library and Schools
- Total FY 2022 budget appropriations of \$183.64 million
- Staff of 311 full-time and 560 part-time and seasonal employees

## THE POSITION

Under the direction of the Town Administrator, the Assistant Town Manager is a highly responsible, executive management position, providing key leadership, strategic direction, and supervision to assigned personnel. Serving as a liaison and partner on town-wide issues, the Assistant Town Manager oversees complex projects and policy matters and conducts research and analysis. An important aspect of their role is to oversee town-wide outreach, communications, events, and employee/citizen engagement.

Key responsibilities include:

- Guides Communications staff and assigned personnel in Town-wide outreach, communications, events, and engagement; oversees all aspects of internal and external communications programs, events, and community engagement programs, encouraging citizens to be informed, engaged, and inspired to be active in their community.
- Manages the Town's Strategic Planning process and the Town's Performance Management program.
- Supervises and guides staff in development of goals, objectives, performance metrics, workload reviews and annual evaluations
- Demonstrates effective stewardship of Town funds; assists in the development and administration of assigned budgets, submits budget recommendations and monitors expenditures.

- Reviews and analyzes Town policies, operating practices, and procedures. Conducts research and develops recommendations on town-wide work methods, operating policies and procedures and programs. Prepares, analyzes, and submits statistical data and compiles related reports of a detailed and complex nature.
- Monitors and reviews state and federal legislation; consults with department directors and Town Attorney regarding legislative issues and policy development; writes and prepares letters as directed to legislators on behalf of the Town.
- Acts as staff director for the Greater Parker Foundation (a Town non-profit organization), ensuring that all governance matters are handled smoothly and effectively; provides administrative support to the Foundation; and serves as the primary point of contact for the Foundation Board.
- Provides information and/or makes presentations to the Town Council, boards, commissions, civic groups, businesses, individuals, and the general public.

*The full job description for this position can be found online at [www.ParkerOnline.org/AssistantTownManager](http://www.ParkerOnline.org/AssistantTownManager).*

## THE IDEAL CANDIDATE

Parker's Assistant Town Manager is a visionary and experienced leader who encourages transparency and possesses strong communication skills. Qualified candidates will also possess the following traits:

- Skill as an organizational "change agent," leading, supporting, and positively influencing organizational development and change. Able to recognize or anticipate needs for change, implement and adapt to rapid change; able to implement innovative change in a responsive and responsible manner.
- Bachelor's degree in Public Administration, Business, Management, Political Science, or related field.
- Master's Degree in Public Administration, Business Administration, or closely related field strongly preferred.
- Seven (7) years of progressively responsible experience in a municipality, county, or other local government, two (2) years of supervisory experience.
- An equivalent combination of education and experience to fulfill the essential functions, duties, and responsibilities and provide the necessary knowledge, skills, and abilities may be considered.

## VISION

The Town of Parker's vision is to be the pre-eminent destination community of the Denver Metro area for innovative services with a hometown feel. We will be an area leader in economic and community development, and strive to be at the forefront for services, civic engagement, and quality of life.

## MISSION

The mission of the Town of Parker is to enrich the lives of residents by providing exceptional services, engaging community resources, and furthering an authentic hometown feel. We promote transparent governing, support sustainable development, and foster a strong, local economy.

## STRATEGIC GOALS

- Support an Active Community
- Foster Community Creativity and Engagement
- Enhance Economic Vitality
- Promote a Safe and Healthy Community
- Innovate with Collaborative Governance
- Develop a Visionary Community Through Balanced Growth

## CORE VALUES

The Town of Parker operates under four Core Values that allow for the development of a strong internal culture and strategic visioning throughout the organization:

- Teamwork
- Commitment to Quality Service
- Integrity
- Innovation

Learn more at [www.ParkerOnline.org/StrategicPlan](http://www.ParkerOnline.org/StrategicPlan).

## CERTIFIED HEALTHY WORKPLACE

The Town of Parker was recently recognized by the Colorado School of Public Health as a Certified Healthy Workplace for its commitment to employee health, safety and well-being!



## COMPENSATION AND BENEFITS

- The Town of Parker offers a competitive salary commensurate with qualifications and experience; the salary range for the position is \$126,278 - \$189,314
- Medical, dental and voluntary vision plans with optional health savings account, to which the Town contributes annually (plan dependent)
- Flexible spending accounts
- Basic life and AD&D insurance
- Short- and long-term disability and an employee assistance program
- Retirement plan: 401(a) Social Security replacement with two-year vesting program, along with an optional 457(b) deferred compensation plan
- Generous paid time off (vacation and sick) in addition to 12 paid holidays annually
- Free membership to Parker recreation facilities
- Many additional benefits also available



## SEARCH SCHEDULE

- Accepting Applications  
*July 1 - 31, 2022*
- Application Review  
*Week of Aug. 1, 2022*
- Interviews - Round 1  
*Week of Aug. 8, 2022*
- Interviews - Round 2  
*Week of Aug. 22, 2022*
- Finalists Notified and Final Interviews  
*Week of Aug. 29, 2022*
- Conditional Offer and Background Process Begins  
*Week of Sept. 6, 2022*
- Tentative Start Date  
*Oct. 3, 17 or 31, 2022*



## INTERESTED?

To see the full job posting for this exciting career opportunity and to submit an online application, please visit:

[www.ParkerOnline.org/AssistantTownManager](http://www.ParkerOnline.org/AssistantTownManager)

