

# THE CITY OF GREELEY, COLORADO



## ASSISTANT CITY MANAGER FOR FINANCE AND ADMINISTRATION



The City of Greeley seeks an Assistant City Manager for Finance & Administration (ACMFA) committed to providing leadership of the organization's financial and administrative services. The ACMFA leads a group of human resource, information technology, finance and purchasing and real estate professionals dedicated to serving the community.

Are you someone with the courage and vision to make a difference? Are you a proven leader with a desire to contribute in a significant way? If you are innovative, enjoy challenges and seek a position with significant opportunities and challenges, see what Greeley has to offer. The individual selected is an integral member of the City of Greeley's executive team and reports directly to the City Manager.



### THE COMMUNITY

Incorporated in 1886, Greeley became a Home Rule City in 1958 with the Council-Manager form of government. The county seat of Weld County, Greeley lies 30 miles east of the front range of the majestic Rocky Mountains near the confluence of the Cache la Poudre and South Platte Rivers and 52 miles northeast of Denver. In 2017, Weld County had the second-fastest population growth in the United States, a 5.3% job growth rate, and a 2.6% unemployment rate.

Greeley thrives as the education, trade, transportation, cultural and marketing center of Weld County. It's one of the top ten most prosperous and most productive agricultural counties in the U.S. and the state of Colorado's most productive oil and gas operations. Greeley has an estimated population of 108,000. The City covers an area of 46.4 square miles at an elevation of 4,658 feet. Greeley is home to the University of Northern Colorado (UNC), the third largest university in Colorado and Aims Community College. In addition to investments in education, there is a true commitment to achieving community excellence through the development of economic opportunities, enhanced quality of life, cultivating community resources, talent and workforce development, enhanced transportation spending and the development of infrastructure to serve Greeley's future.

Greeley offers diverse arts, music and cultural events. This includes performances by the UNC's College of Performing and Visual Arts, Greeley Chorale and the Greeley Philharmonic Orchestra, and many more entertainers. Enjoy Greeley's Union Colony Civic Center hosting Broadway shows, art shows, movies, and performances. Greeley is also home to favorite community events such as the Greeley Stampede, Arts Picnic, Friday Fest, and so much more.

With a plethora of parks and facilities encompassing over 650 acres, the recreational amenities in Greeley are endless. There are golf courses, recreation centers, swimming pools, fields and courts for sports, skate parks, playgrounds, fishing ponds, picnic areas, and more. Experience more time outdoors on biking and hiking trails in the community. Beyond our City, Rocky Mountain National Park and many other pristine alpine environments are all less than 50 miles away.

Greeley's commitment is not only to the quality of life but strengthening community infrastructure. The ACMFA plays a key role in developing the financing and necessary tax initiatives to support the rapid growth of Greeley. For example, in the past 6 years, the ACMFA processed seven different bond deals to either provide refunding opportunities and/or support the expansion of the City's Water & Sewer infrastructure. In 2015, the ACMFA led the effort to achieve Greeley resident approval of a 0.65 percent sales tax for street improvement. This 'Keep Greeley Moving' initiative provides an estimated \$13 million to work on neighborhood roads, road capacity and widening, road maintenance, and concrete upkeep. Greeley is responsive to transportation issues, maximizing State matching funds and investing in infrastructure that enhances quality of life and sense of place. In 2016, the ACMFA processed Certificates of Participation necessary to facilitate the construction of a new City Administrative Building as well as the new Fire Station #1. This project also involved the use of a Tax Increment Finance deal to support the construction of a new Hotel and Conference Center in Downtown Greeley. In 2018, the ACMFA led the 20-year extension of two tax initiatives to support Quality of Life and Public Safety investments.

*For more information on the community and region, please visit Greeley's Chamber of Commerce website at [greeleychamber.com](http://greeleychamber.com).*



## THE ORGANIZATION

Greeley operates under a Council-Manager form of government. There are seven elected officials on the Council including the Mayor. Councilmembers are residents of Greeley who care deeply about the City and choose to serve as an elected official.

Through our 896 full-time employees and with a total budget of \$419.5 million, the City of Greeley provides many services and programs to residents.

*Exciting things are happening in Greeley:*

- City Center South, a modern municipal office building recently constructed and is now open. The new complex houses City Council meeting chambers, Municipal Court, Information Technology, Water & Sewer offices, GTV8, and Central Records. The City is committed to developing centralized modern governmental work spaces with ample meeting rooms, effective collaborative spaces and up to date audio visual equipment to facilitate video conferencing, meeting broadcasting and other time and travel efficiency tools.
- Greeley is home to a diverse mixture of industries, from breweries to oil and gas, from unique shops to food processing, and from agricultural innovation to an incredible concentration of creative industries and individuals. The city attracts good corporate citizens with skilled-labor jobs that pay competitive salaries.
- Imagine Greeley, a public engagement campaign to collect input and feedback from the community on issues and opportunities, involved over 1,000 residents. Plans developed in areas ranging from public safety to housing, infrastructure, and growth. The imagining serves as a roadmap for the future.
- Ongoing investment in the redevelopment of Downtown Greeley with major investments in public art, road & pedestrian infrastructure, stormwater mitigation, redevelopment incentives, and sense of place enhancements attracting investment and innovation. A new, upscale hotel and conference center recently opened downtown attracting new visitors, business meetings, and special events. New restaurants, hospitality, and retail outlets are choosing to locate in every corner of the city.
- Major projects under construction include the construction of the UHealth Hospital in west Greeley, Campus Commons on the University of Northern Colorado campus, and much more. The South Maddie Apartments will feature mixed use multi-family housing and street-level retail shops; this project builds on the momentum of new improvements to the 8th Avenue corridor.

Greeley is a great place for businesses and families to call home. The City's vision of being an attractive and vibrant community in which to live, learn, work and play is alive and well in Greeley today.

*For more information on the City of Greeley, please visit [greeleygov.com](http://greeleygov.com).*



## THE ASSISTANT CITY MANAGER OF FINANCE & ADMINISTRATION

Is one of two Assistant City Manager's reporting directly to the City Manager. The Assistant City Manager of Community Building (ACMCB) oversees the departments of Community Development, Culture, Parks & Recreation, and Communication Services (refer to organization chart on last page).

The ACMFA directly supervises the Human Resources Director, the Information Technology Director, the Finance Director, which includes the citywide purchasing function, and the Real Estate Manager. Illustrative examples of work within these departments for which the ACMFA will provide oversight and coordination include:

- Citywide employee succession/progression program and corresponding culture and leadership development known as the PROpel initiative;
- Enterprise Resource Planning (ERP) system for the replacement of legacy financial, human capital management, purchasing and budget modules;
- Improvements to the Performance Management System;
- Creation of a Broadband services plan for the community;
- Priority Based Budgeting program;
- Process to monitor and intentionally implement the City Comprehensive Plan;
- Support of citywide Project Management training;
- Leadership for citywide Innovation group;
- Staff lead in upcoming Food Tax and Keep Greeley Moving tax extensions; and
- Future bond issues for Water/Sewer reservoir construction projects.





## THE IDEAL CANDIDATE

Desired attributes, skills and abilities of the next ACMFA:

- A skilled and proven leader and manager with excellent interpersonal skills and ability to lead the supervised Departments to the next level of performance.
- A relationship builder, able to manage up (City Manager), down (staff and consultants), and out (to a variety of audiences locally, regionally and nationally).
- Have the knowledge and ability to assist the City Manager in implementation of the City's vision, mission and values and break it down to daily operations.
- An individual capable of enhancing relationships with all levels of the organization and the community.
- Demonstrated success and understanding of organizational financial operations.
- Strong in succession planning and records management.
- Successful in negotiating complex agreements with multiple stakeholders.
- Strategic in thinking and planning, having the ability to see over the horizon for future opportunities and impacts yet able to manage day-to-day tasks effectively and efficiently.
- Excellent communicator.
- Collaborative and results driven.

Candidates must possess a Bachelor's degree in business management/administration, public administration, finance, accounting or a closely related field. Master's degree preferred. The ideal candidate will have at least seven or more years of progressively responsible management experience within a municipal or business organization. Residency in the City of Greeley is highly desirable.



## COMPENSATION AND BENEFITS

The salary range is from \$150,000 to \$175,000 depending upon qualifications and experience. Also, excellent benefits are offered including but not limited to: holidays, paid time off, basic life insurance, employee savings plan with City contributions, medical, dental, and vision plans.

Selection is based on best fit, education, training, competency, and experience as it relates to the position of Assistant City Manager for Finance and Administration, successful completion of a thorough background investigation and reference checks.

The City of Greeley is an Equal Opportunity Employer.



## RECRUITMENT SCHEDULE

<b>Application deadline</b>	January 6, 2019
<b>Telephone Interviews</b>	January 21, 2019
<b>Finalists Invited to Interview</b>	January 25, 2019
<b>Finalist Interviews</b>	Week of February 11, 2019

# 2019 ORGANIZATIONAL CHART

**CITIZENS OF GREELEY**

**City Attorney**  
Doug Marek  
City Attorney  
14.00 FTEs

**City Council**

**Municipal Court**  
Honorable Mark Gonzales  
10.25 FTEs

**City Clerk**  
Betsy Holder  
City Clerk  
6.50 FTEs

**City Manager's Office**  
Roy Otto  
City Manager  
2.00 FTEs

**Assistant City Manager**  
Vacant  
Finance & Administrative Services  
1.00 FTE

**Economic Health & Housing**  
Benjamin Snow  
Director  
6.00 FTEs

**Assistant City Manager**  
Becky Safarik  
Assistant City Manager  
1.00 FTEs

**Finance**  
Renee Wheeler  
Deputy Finance Director  
29.50 FTEs

**Fire**  
Dale Lyman  
Fire Chief  
117.00 FTEs

**Community Development**  
Brad Mueller  
Director  
47.00 FTEs

**Human Resources**  
Sharon McCabe  
Director  
11.00 FTEs

**Police**  
Mark Jones  
Chief of Police  
213.50 FTEs

**Culture, Parks & Recreation**  
Andy McRoberts  
Director  
135.00 FTEs

**Information Technology**  
Mark Hoekstra  
Director  
26.00 FTEs

**Public Works**  
Joel Hemesath  
Director  
163.50 FTEs

**Real Estate**  
Lindsay Kuntz  
Real Estate Manager  
3.00 FTEs

**Water & Sewer**  
Sean Chambers  
Director  
121.75 FTEs

**Communication Services**  
Vacant  
Director  
14.75 FTEs