THE COMMUNITY

Ideally situated in the eastern Denver Metro Area on prairie grasslands, rolling hills, and the Black Forest’s northern tip, Aurora is an outdoor enthusiast’s paradise. Aurora is the third-largest city in Colorado, covering 154.19 square miles across three counties, Arapahoe, Adams, and Douglas. A diverse community composed of 550 friendly, welcoming neighborhoods, Aurora is one of the safest cities in the state and the 16th safest large city (> 250,000 population) in the nation. The City is home to more than 351,000 residents who enjoy convenient access to quality schools, safe, mastered planned communities, and unparalleled recreation and cultural attractions. Nicknamed the Gateway to the Rockies, the City offers spectacular views of the Front Range, spanning from Pikes Peak in Colorado Springs to Longs Peak in Rocky Mountain National Park.

Aurora was originally incorporated as the town of Fletcher on April 30, 1891, and was renamed in 1907. The City was once a budding frontier town of farmers and ranchers and began to grow steadily, becoming the fastest-growing city in the United States during the late 1970s and early 1980s. From agricultural outpost to military bastion, Aurora has an established foundation as a driving force in the west. The City provides its residents a high-quality life that blends a charming, small town sense of community with convenient access to excellent modern amenities and recreational opportunities, with all that Denver has to offer within easy distance.

Recreational opportunities abound in Aurora, with six award-winning golf courses, numerous sports complexes, 96 top-ranked parks, and 5,000 acres of natural open space for walking, hiking, biking, and fishing. In addition to the spectacular recreation options, the City is a destination for art enthusiasts who will enjoy the 240 pieces of public art displayed throughout the City. Popular, family-friendly community events include the 4th of July Spectacular, Aurora Summer Concerts, Punkin Chunkin, Global Fest, and the Holiday Tree Lighting.
THE COMMUNITY
Continued

While the City is embracing the significant expansion and economic development it is experiencing, a key focus is preserving the community’s natural beauty. The City enjoys a vibrant economy, in addition to over 20 years of tax stability and no sales and use tax increase since 1993. Aurora is home to some of the nation’s top aerospace and defense, bioscience, healthcare, and finance industry employers and offers a wide variety of job opportunities for all professions. The City welcomes businesses large and small and provides such programs as the Aurora Advantage 4 Business and the Aurora-South Metro Small Business Development Center.

The Aurora and Cherry Creek School Districts, as well as 12 campuses of higher learning, meet the instructional needs of residents and those beyond the city limits. The city offers an annual Aurora Scholars program to honor a student in every grade in every school in Aurora.

GOVERNANCE AND ORGANIZATION

Integrity
We are honest, consistent, and fair. Even when nobody is looking, we are driven by a belief in doing the right thing.

Respect
We honor diversity and value the worth of others. We respect our differences and treat others as we wish to be treated.

Professionalism
We embrace equality and employ best and safe practices. We use data to help us work efficiently and make intelligent decisions.

Customer Service
We go the extra mile for our customers. We are prompt at delivering quality, efficient, and cost-effective services with a smile.
GOVERNANCE AND ORGANIZATION

Continued

The City of Aurora operates under the council/manager form of government. The City Council is composed of the Mayor and ten Council members, with six members representing one of the six wards that section the City and four members, as well as the Mayor, elected at-large. A professional City Manager is appointed by and reports to the Mayor and Council.

Aurora is a full-service city that provides a variety of essential services to residents. From public safety and street maintenance services to library and cultural services, parks and planning, the City supplies the foundation that makes Aurora the flourishing community it is today. The City has a staff of 2,913 FTEs and a $700.2 million budget.

Several projects and initiatives are currently underway in Aurora. The City is working with developers to establish numerous transit-oriented developments along the Aurora line, including retail centers with residential housing on upper floors. There are also efforts to streamline business processes to make it easier for developers and other citizens to do business with the City of Aurora.

ABOUT THE DEPARTMENT

The Human Resources Department is a service-driven, customer-focused department encompassing an array of services, including employment and compensation, benefits, training, risk management, employee relations, and volunteer programs. The department works closely with other City departments and has a well-earned reputation for exceptional customer service and collaborative relationships that help the department provide comprehensive services.
ABOUT THE POSITION

Under the direction of a Deputy City Manager, the Human Resources Director plans, coordinates, administers, and directs the operations of the Human Resources and Risk divisions and oversees employee benefits, training the volunteer coordinator, EEO investigations, and the Police Independent Review Board.

Responsibilities include:

- Establishing short and long-range departmental priorities, goals, and objectives
- Implementing and maintaining short and long-range financial plans and strategies
- Serving as human resources advisor to the City Manager, City Council, departments, boards, and committees
- Monitoring legislative and judicial actions affecting areas of responsibility
- Developing and negotiating contracts
- Administering all employee benefit programs
- Administering the City’s risk management fund
- Mediating grievances and complaints
- Representing the City in a variety of organizations
- Creating and delivering presentations
- Participating in labor union negotiations and labor management committees
- Developing City policies on human resources
- Overseeing the selection, hiring, training, evaluation, discipline, and supervision of departmental employees
- Preparing and managing departmental budgets
- Preparing and making policy recommendations to City Council
LEADERSHIP AND INNOVATION

As the City organization and community continue to experience rapid growth, several challenges and opportunities will need to be addressed. The new Human Resources Director will play a key role in developing strategies and implementing short and long-term initiatives that help solve these challenges and capitalize on opportunities for sustainable growth.

The department has a team of dedicated employees, but many staff members are new with limited experience. As the department continues the transition process, the Human Resources Director will develop and mentor new staff, supporting opportunities for training and professional enrichment. The Director will devise a plan to raise the profile of the department within the organization, creating a stable environment that is productive and goal-oriented, and developing the department as a valued, impactful resource rather than a bureaucratic impediment.

The City’s low unemployment rate and limited resources have made recruitment difficult. The Human Resources Director will work with the City to boost recruitment efforts using creative, cost-effective methods that yield positive results while making the best use of available resources.
IDEAL CANDIDATE

The City of Aurora seeks an energetic, customer-focused leader to develop a high-performing human resources staff and a collaborative team of dedicated City employees. This is a growth opportunity for a seasoned human resources professional, with an emphasis on developing organizational culture. The ideal candidate will be an excellent communicator with a big picture focus who has the skills and experience needed to develop staff, help the City achieve its vision, and take the organization to the next performance level.

The Human Resources Director must have a thorough technical knowledge of human resources processes and practices, including employment, compensation, employee benefits, risk management and loss control, training, safety, contract administration, and labor relations. Detailed knowledge of applicable federal and state laws, municipal management, budgeting, and planning is required. A candidate with a strong background in risk management, conflict resolution, and mediation is strongly desired. The Human Resources Director will be responsible for long-range goals, planning, processes, and methodologies and must possess exceptional analytical and decision-making skills. The successful candidate will be able to handle sensitive situations with tact, diplomacy, and confidentiality. The ability to maintain grace under pressure will be essential.

The new Director will utilize a broad organizational perspective, extensive management experience, and best practices to ensure the organization functions successfully. The chosen candidate will be big picture-oriented, dedicated to ensuring consistency with the smaller details while fostering organization-wide growth and development. The candidate should have considerable municipal experience in order to understand all the moving parts of a complex local government organization and how those parts affect the overall functioning of the organization. The Director will continually make improvements in processes and procedures to ensure consistency and best use of resources.

It will be important for the new Director to provide development, enrichment, and mentoring opportunities for employees. The Director will regularly evaluate professional development needs within the department, providing opportunities for employees to grow and learn. The Director should be able to train all levels of employees, including top executives, mid-level managers, and supervisors; clearly convey performance expectations to employees; and effectively administer performance reviews.

The selected candidate will be politically astute, but never political, and will promote collaboration within and across departments while fostering strong, harmonious working relations between employees. The successful candidate will be a skilled and attentive communicator and collaborator who can build trust with staff members. The Director will maintain partnerships and positive working relationships with other departments and the executive team, assisting with cross organizational initiatives and improving overall communication within the organization. The selected candidate will unite staff with a shared sense of purpose, continually reinforcing the City’s mission, vision, and values, and will help to develop the organization’s culture through strategic initiatives. Exceptional interpersonal skills, with the ability to clearly and effectively communicate information to a variety of audiences, will be required.
EDUCATION AND EXPERIENCE

The selected candidate must hold a bachelor’s degree in human resource management, public administration, business administration, or related field from an accredited college or university. A master’s degree is preferred. At least five years of progressively responsible experience in human resources management in a large organization, including at least three years of supervisory experience at a senior management level, is required. An equivalent combination of education, training, and experience that demonstrates required knowledge, skills, and abilities may be considered.

COMPENSATION AND BENEFITS

The hiring range for this position is $130,000 to $150,000 depending on qualifications and experience. A comprehensive benefits package is provided that includes retirement, medical, dental, and vision insurance plans, holidays, and paid time off.
APPLICATION PROCESS

Please apply online at: http://bit.ly/SGRCurrentSearches

For more information on this position contact:

Larry Gilley, Senior Vice President
Strategic Government Resources
LarryGilley@GovernmentResource.com
325-660-4208

This position is open until filled. To view the status of this position, please visit:

The City of Aurora is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Aurora
auroragov.org

Chamber of Commerce
aurorachamber.org

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