



**PARKER**  
COLORADO

*Invites your application  
for the position of*

# DEPUTY TOWN ADMINISTRATOR



## OUR COMMUNITY

With the majestic Rocky Mountains as a backdrop, the Town of Parker melds the wild spirit of the West with the charm of small town life. Founded in 1864 and once known as the rural equestrian capital of Colorado, today Parker is a prosperous and innovative community with an enviable hometown lifestyle.

Here is some more information about our community:

- Population of just over 57,500
- Located in the Denver metro area, 20 miles southeast of downtown Denver
- Just 22 miles from Denver International Airport and 10 miles from Denver Tech Center
- Less than a two-hour drive to many of Colorado's major ski resorts
- Recreation amenities include 20 miles of paved trails, 250 acres of developed parkland, 900 acres of open space and two major facilities
- Strong arts scene featuring a newly emerging cultural district anchored by the Parker, Arts Culture and Events (PACE) Center
- Douglas County School District is one of the state's highest-performing school systems
- Ranked as the No. 1 Best Place to Raise a Family in Colorado in 2019 (WalletHub.com)
- Ranked as the No. 5 Safest City in Colorado in 2020 (National Council for Home Safety and Security)

To learn more about the Town of Parker, visit [www.ParkerOnline.org](http://www.ParkerOnline.org).

## THE ORGANIZATION

Incorporated in 1981, 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 the 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 and Building Inspections), Engineering/Public Works, Cultural 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 2021 budget appropriations of \$124.3 million
- Staff of 310 full-time and 520 part-time and seasonal employees

## THE POSITION

This newly restructured Deputy Town Administrator (DTA) position works in partnership with the Town Administrator to provide leadership, vision and strategic direction for the Town of Parker.

As Parker's first DTA with a focus on economic development, the ideal candidate will be Parker's foremost champion and advocate for economic vitality; proactively focused on Parker's long-term, comprehensive economic development strategy, and making decisions and recommendations consistent with this strategy.

The position provides opportunities to assist in carrying out Town goals, Council directives and other initiatives and programs; supporting the Town Administrator by performing a leadership role with the Department Directors and coordinating interdepartmental and high profile projects and initiatives; directly responsible for managing and implementing all economic development efforts; providing expert professional assistance to the Town on economic development matters; meeting with a wide variety of business organizations and individuals, both public and private, concerning the work and goals of the Town in building a strong local and resilient economy; and coordinates activities, strategic plans and operations in partnership with assigned department directors and staff as delegated.

The key executive leadership responsibilities of the DTA include:

- Under administrative direction, plans, directs and coordinates a variety of highly responsible and complex programs and projects within the Town including financial oversight, organizational audits, reviews and inquiries.
- Oversight of operations of assigned departments; directs, evaluates, assigns and reviews work of staff; assists with complex or problem situations; provides direction, advice and technical expertise.
- Serves as a leader and collaborative member of the executive leadership team, implementing Town goals, as well as developing and supporting organizational goals, values, long-and-short-range planning, policies, programs and practices consistent with tenets of continuous improvement.



- Assists in developing overall fiscal and management policy and direction. Assists in developing, preparing and administering operating and capital budgets. Serves as a member of the Capital Improvement Program Team that reviews, analyzes and prioritizes capital projects.
- Serves as a coordinator and leader of interdepartmental projects. Works in all departmental areas developing recommendations and resolving issues. Convenes and facilitates meetings, task forces or other methods to address policy issues and business practices that impact operations.
- Provide information and/or make presentations to the City Council, boards, commissions, civic groups, businesses, individuals, and the general public on Town issues, programs, services, and plans.
- Serves as Town liaison to various community, metro area, and state committees, boards, and agencies.

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



## OUR 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/CoreValues](http://www.ParkerOnline.org/CoreValues).

## ECONOMIC DEVELOPMENT RESPONSIBILITIES

- Develops and implements the Town's Economic Development Strategy and Action Plan; responsible for all broad-based economic development activities such as marketing, business expansion, attraction, and retention, and provides public information in support of the Town's economic development principles and strategic goals.
- Provides professional economic development advice and serves as an advocate for economic development. Promotes existing businesses and commercial centers, promoting the sale of lots, and the orderly development of projects within. Works closely with the Chamber of Commerce and Downtown Business Alliance to identify areas of concern in the promotion of business location and expansion within the Town.
- Provides assistance on short and long-term development plans, as well as gather information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.
- Develop, implement, and maintain a variety of comprehensive business plans, strategic plans, and technical reports, often with public and private sector, local and regional partners, that leverages existing assets and regional competitive advantages to build a strong and resilient local economy. For example: a five-year Comprehensive Economic Development Strategy (CEDS).

## OUR IDEAL CANDIDATE

Qualified candidates for the Deputy Town Administrator position will possess the following:

- Bachelor's degree in Public Administration, Business, Management, Economic Development, Political Science, Real Estate Development or related field required.
- Master's degree in Public Administration or related field required.
- Ten (10) years of progressively responsible experience in management, including at least five (5) at an executive management or director Level. Municipal or public sector experience preferred.
- Principles and practices of public administration, personnel management, performance management and budget administration in a local government setting.
- Established leader in municipal government or related field who promotes transparency and possesses strong people skills.
- Proven leader in managing effective economic development through business attraction, retention and expansion initiatives with a thorough understanding of the principles and methods needed for success.
- Ability to exercise discretion and maintain a high level of confidentiality, tact, integrity and ethics in dealing with sensitive matters.
- In-depth analytical skills. In-depth knowledge of ethics, principles, techniques and practices of intergovernmental relations, public relations and political environment.
- Economic Development principles, practices, and implementation including business development, real estate development, redevelopment, international trade, and local government financial incentives for business and marketing.
- Principles of effective personnel management, including supervision, training and evaluation.
- Has a sense of humor and humility and is open and approachable.

# COMPENSATION AND BENEFITS

- The Town of Parker offers a competitive salary commensurate with qualifications and experience
- Relocation assistance negotiable
- 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 five-year vesting program, along with an optional 457(b) deferred compensation plan
- Generous paid time off (vacation and sick) in addition to 11 paid holidays annually
- Free membership to Parker recreation facilities
- Many additional benefits also available

# SEARCH SCHEDULE

- Accept and Review Applications  
*Sept. 14 - Oct. 9, 2020*
- Candidate Notification  
*Week of Oct. 12, 2020*
- Preliminary Interviews  
*Week of Oct. 19, 2020*
- Candidate Notification  
*Week of Oct. 26, 2020*
- Panel Interviews  
*Nov. 9 - 10, 2020*
- Final Interviews  
*Nov. 12 - 13, 2020*
- Background Process Begins  
*Week of Nov. 16, 2020*
- Deputy TA Start Date  
*Jan. 4, 2021*

# INTERESTED?

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

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

