

Job Summary Serves as the Chief Administrative Officer of the City of Lakewood, responsible to the Mayor and City Council for the leadership and administration of all City operations, excluding Municipal Court and the City Attorney's Office. City Operations include the Police Department, Community Resources, Public Works, Finance Branch (including Economic Development), Operational Services Branch (Human Resources, Facilities & Infrastructure, and Information Technology), Sustainability and Community Development Branch, City Clerk, and the City Manager's Office.

Collaborates with the Mayor and City Council to identify and address strategic priorities, oversees economic development and intergovernmental partnerships, and ensures City operations reflect the values, goals, and policies set by City Council. Provides organization-wide leadership to a large, diverse workforce and coordinates fiscal soundness and service excellence in support of the Lakewood community.

Essential Duties and Responsibilities

Incumbent is accountable for all duties of this job, and other projects and responsibilities may be added at the City's discretion. Employees must be able to perform the essential duties of this job with or without reasonable accommodation.

- Assumes full management responsibility for all City departments' operations, services, and activities, including short- and long-term planning to meet the goals and objectives established by City Council.
- Directs the formulation, implementation, and administration of the annual budget, including the Capital Improvement Program; submits to City Council for approval and keeps the Council continuously informed of the City's financial condition.
- Keeps the Council apprised of emerging issues; provides objective analysis and sound recommendations; recommends ordinances, resolutions, and policies required for the efficient and effective operation of the City.
- Assumes an active leadership role on highly sensitive community and organizational issues as directed by City Council.
- Leads and develops the Management Team; fosters self-direction, motivation, and leadership growth among department directors and senior staff.
- Assumes full leadership responsibility for all personnel resources of the City, including to appoint, remove, promote, transfer, discipline, or suspend all employees of the City, except where specifically excluded by ordinance or the Home Rule Charter.
- Oversees economic development and urban renewal initiatives, including the Lakewood Reinvestment Authority; negotiates complex economic development plans, public-private partnerships, and intergovernmental agreements on behalf of the City.
- Serves as the primary liaison between the City and civic groups, residents, the media, neighborhood organizations, and local, state, and federal agencies.
- Recommends legislation and policies required in the public interest; performs other duties as prescribed

in the Charter, by ordinance, or as directed by City Council.

- Attends City Council meetings presiding over the organizational content therein.

Reporting Relationships

Supervision Received: Receives policy direction from the Mayor and City Council.

Supervision Exercised: Exercises supervisory authority over all City administrative branches, departments, and personnel, except as otherwise provided by the City Charter with respect to the Municipal Judge and City Attorney.

Knowledge, Skills and Abilities

- Demonstrated ability to provide visionary leadership, strategic planning, and long-range organizational direction for a complex municipal government.
- Knowledge of municipal finance, budget development, Capital Improvement Program administration, and fiscal controls.
- Ability to collaborate effectively with elected officials, management staff, community stakeholders, and intergovernmental partners.
- Strong oral and written communication skills, including the ability to deliver effective presentations to all audiences, internal and external to the organization.
- Ability to negotiate complex agreements, manage politically sensitive issues, and build consensus among diverse and competing interests.
- Demonstrated commitment to diversity, equity, and inclusion; proven ability to foster an inclusive, respectful workplace culture.
- Knowledge of applicable state, local, and federal laws, ordinances, and the Lakewood Municipal Code and Home Rule Charter.
- Ability to skillfully develop and motivate personnel, delegate effectively, and build a high-performing management team.
- Sound judgment, creativity, and strong problem-solving skills; ability to make independent and impactful decisions under time pressure.
- Per City Charter requirements, the City Manager shall reside within the corporate boundaries of the City during tenure in office.

Education and Experience

- Education: Bachelor's degree in Public Administration, Business Administration, or a closely related field is required. Master's degree in Public or Business Administration is highly desirable.
- Experience: Minimum of seven (7) years of progressively responsible senior leadership experience in local government. Demonstrated ability to manage complex organizational and community issues; experience with economic development, public-private partnerships, and intergovernmental cooperation required.
- Prior City Manager experience is highly desirable.

Pre-employment Check Requirements

- Drug Screen – CDL Required Yes No
- Drug Screen – Police Department Required Yes No
- Financial / Credit Check Yes No
- Process Credit Cards Yes No
- Motor Vehicle Record Yes No
- Physical Yes No
- Polygraph Yes No
- Police Background Yes No
- Psychological Yes No

Working Conditions and Physical Requirements

Work is primarily performed in an office environment and requires sitting for extended periods, with some standing and travel throughout the city. Must communicate effectively in person, by telephone, and in public meeting settings. Must read and comprehend correspondence, reports, and electronic documents. Requires attendance at meetings and functions outside normal business hours. Work involves frequent interruptions, shifting priorities, and may include interaction with individuals under extreme stress. Many assignments are confidential, critical, or time-sensitive in nature.

The City of Lakewood is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws. All Lakewood employees are expected to work and complete all tasks in a safe manner consistent with training, standard operating procedures, City or Department policies, and common sense. This position is subject to the Colorado Workers' Compensation Act and is responsible for promoting a culture of safety throughout the organization.

The City of Lakewood celebrates diversity, equity and inclusion in all areas of our workforce. Accordingly, the city is committed to creating, nurturing and sustaining a diverse, equitable and inclusive culture, where differences drive innovative solutions to meet the needs of our community and employees.