

CITY OF LONGMONT, COLORADO
ASSISTANT CITY MANAGER – EXTERNAL SERVICES





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Longmont, CO – Longmont is located along the northern Front Range of Colorado in Boulder and Weld counties and encompasses approximately 30 square miles. Longmont sits at an elevation of 4,979 feet above sea level. It is conveniently located 37 miles from Denver, 16 miles from Boulder and 30 miles from Rocky Mountain National Park.

Longmont has a rich and storied background. Indigenous peoples have inhabited the area for thousands of years and the town boasts three designated historic districts and nine locations on the National Register of Historic Places.

With more than 300 days of sunshine, more than 1,500 acres of parks and open space, and a spectacular vista of the Rocky Mountains, Longmont is perfect for outdoor enthusiasts. Lush landscapes and stunning mountain views, it is packed with opportunities for adventure in the wild. The area has trailways, hiking, golfing, paddleboarding, tubing, kayaking, road biking, mountain biking, birding and fishing.

Longmont is a diverse, multicultural and welcoming city, one in which it is easy for people to make connections, do business, and to thrive as part of the community. As home to many customs and cultures, it is easy for residents and visitors to find fellowship with others of similar backgrounds and to explore and join in traditions that are new or foreign. The many nonprofit, civic and cultural organizations of Longmont welcome new people to become involved, and there is opportunity to find others with whom to share almost any interest.

Brimming with art galleries, buzzing live music performances and spectacular art in public places, Longmont has a lot of local colors on its painter's palette. As a state-designated creative district, Longmont's Main Street and its surrounding blocks are home to galleries, theatrical and symphonic performances, and the city's official art museum. The museum is home to an array of events in the state-of-the-art Stewart Auditorium.



Residents and visitors can embark on a culinary adventure by tasting eclectic flavors from around the world in Longmont. The town boasts more than 150 eateries, offering everything from fine dining to farm-fresh seasonal delights and authentic street food. Colorado is known for its innovative craft breweries and Longmont is home to some of the most famous as well as some unique venues that go beyond the average brew and offer spirits, ciders and more.

Longmont is a home rule municipality with an estimated population of over 103,000 people. It is named after Longs Peak, a prominent mountain that is clearly visible from the city. Incorporated in 1873 and chartered as a home rule city in 1961, Longmont is a full-service municipality providing public safety, highways and streets, culture and recreation, public improvements, planning and zoning, and general administrative services as well as sanitation, electric, broadband, storm drainage, water and sewer utilities, and golf and airport enterprises as well as a Museum, Library, Senior Center and Youth Center.

Longmont is governed by a seven-member City Council, which consists of the directly-elected mayor and six additional councilmembers. Of the six councilmembers, three are elected from one of three wards, and three are elected from the city at-large. The mayor is elected for a term of two years, and each councilmember is elected for a term of four years. Longmont operates under a council-manager system of government, with a city manager acting as the city's chief administrative officer. The city manager is appointed by and serves at the pleasure of the City Council.

The City Council appoints the City Manager, City Attorney, and the Municipal Judge. All other City staff are hired through a competitive hiring process. The City Manager provides day-to-day administrative management and oversight. Each department is headed by a director who oversees various divisions. The Assistant City Managers support the City Manager and oversee portfolios consisting of departments and divisions.

The City of Longmont currently has 1,130 regular-benefitted employees and 625 temporary employees. Longmont's current City Manager has served for more than twelve years. The 2025 adopted budget for the city is just over \$473 million.



THE ORGANIZATION:

The City of Longmont is a value-driven organization. Their mission is to enhance the quality of life for those who live in, work in, or visit the community.

13 VITAL CITY ATTRIBUTES – SHARED, INDIVIDUAL AND ORGANIZATIONAL

INDIVIDUAL EMPLOYEES AND THE ORGANIZATION

are equally responsible for demonstrating these vital behaviors and actions:

1. Create and promote a work environment where it is enjoyable to come to work every day
2. Engage in frequent communication that is meaningful, direct and formal as well as informal; commit to closing any and all communication loops
3. Hold self and others accountable
4. Foster creativity and innovation
5. Foster opportunities for authentic teamwork

ALL EMPLOYEES are responsible for demonstrating these vital behaviors and actions:

1. Treat each other with dignity and respect
2. Embody and model honesty and integrity
3. Embody a spirit of service and sense of pride

THE ORGANIZATION has a lead role in establishing systems that support these vital behaviors and actions:

1. Acknowledge and appreciate each employee’s significance
2. Encourage and support decision making and acting in carrying out their job duties
3. Support employee development and training
4. Support work–life balance
5. Recognize and support leadership skills and qualities

COMMUNITY PROFILE

Median Age - **39.7**

Median Income - **\$89,720**

Household Size - **2.44**

Median Housng Price - **\$625,000**

(Single -family detached)

Recreation

93 miles of trails (including 8-mile-long St. Vrain Greenway)

38 parks and nature areas

4 golf courses

5 swimming and activities pools

3 historic districts

1 recreation center

1 seasonal outdoor ice rink

1 museum and cultural center

Out & ABOUT

- Longmont’s downtown hosts more than 400 local businesses, shops and restaurants
- National Historic District
- Nationally renowned craft breweries and distilleries
- 13 hotels and 100 short-term lodging options
- More than 150 restaurants

Arts & CULTURE

Longmont is home to a Certified Colorado Creative District! Whether it’s through colorful events, live theatre and music, visionary art projects or the experiences gained from a library or museum, Longmont’s imagination makes it a vibrant place to be.

Higher GROUND

- 30 miles from Rocky Mountain National Park
- 35 miles from Eldora Ski Resort
- 37 miles from Longs Peak

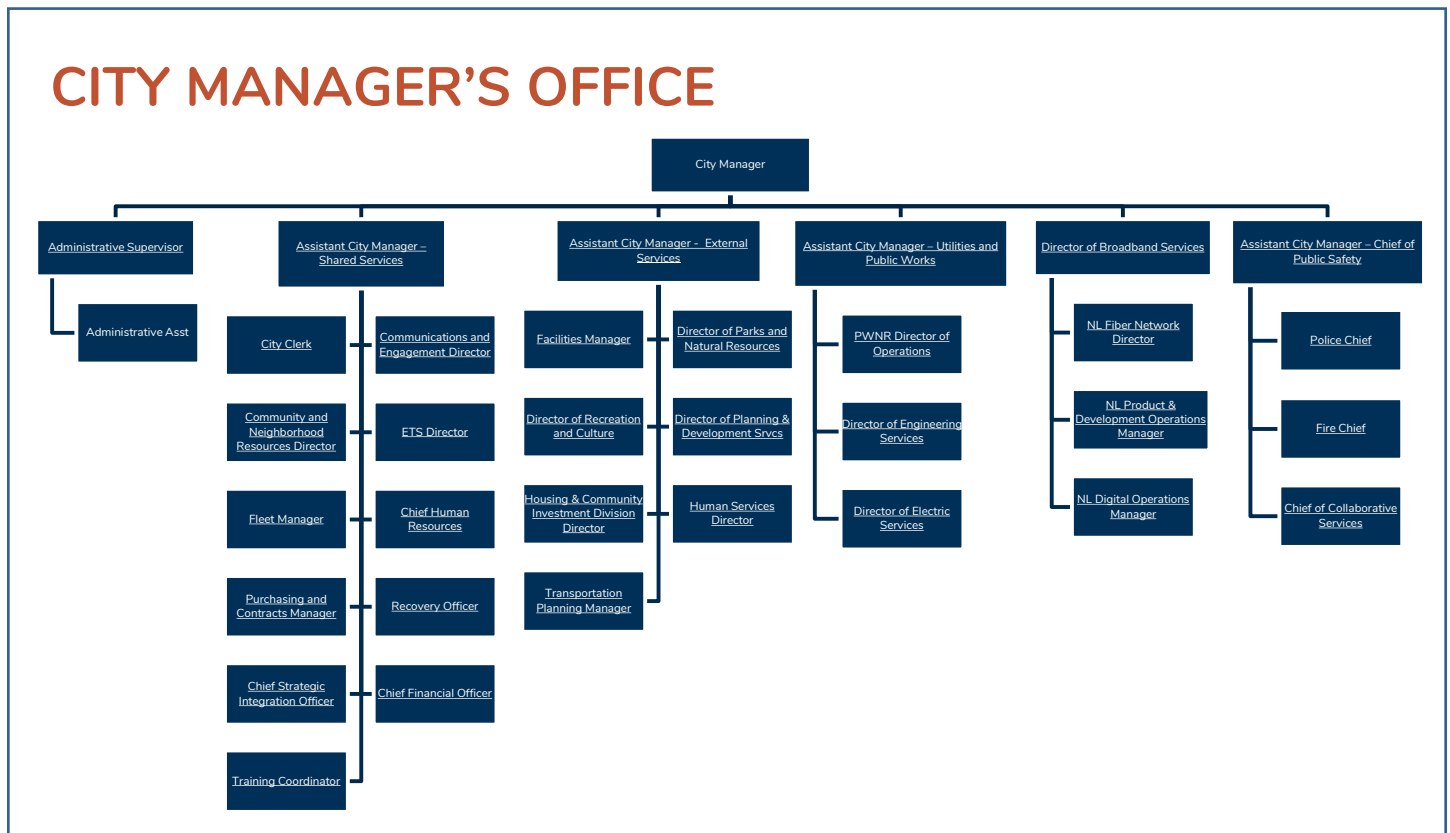
Top Industries *by total employment*

- | | |
|--|---|
| • 20.8% Educational services & healthcare and social assistance | • 4.7% Finance & insurance & real estate & rental/leasing |
| • 17.8% Professional, scientific and management & administrative and waste management services | • 4.2% Transportation & warehousing & utilities |
| • 12.6% Manufacturing | • 3.5% Public administration |
| • 10.6% Retail trade | • 3.1% Information |
| • 8.5% Arts, entertainment & recreation & accommodation & food services | • 2.1% Wholesale trade |
| • 5.9% Construction | • 0.7% Agriculture, forestry, fishing & hunting & mining |
| | • 5.5% Other services, except public administration |

THE POSITION:

The City of Longmont seeks an open-minded, progressive thinker with exceptional leadership skills to serve as its next Assistant City Manager. The ideal candidate will be a trustworthy, purposeful, politically astute, engaging, and ethical municipal government professional with integrity who wants to serve and live in a growing community. They must be a model of professionalism for staff, be transparent in all areas and create opportunities for communication within individual departments as well as throughout the City. The ideal candidate for this position is a motivational leader who can inspire their team, engage the community, and lead with purpose, passion, and effectiveness towards building a consensus with the City’s best interest in mind.

The ideal candidate should demonstrate authenticity and flexibility when collaborating closely with staff and elected officials with a vision and on a community-wide perspective that considers past and future challenges to policy discussions; develop and sustain organizational excellence; and promote innovation. They should be initiative-taking, strong, transparent, and independent, yet be a collaborative/constructive thinker that will do right for the city and not just for an individual or individuals.





KEY SKILLSETS INCLUDE:

- **Economic Growth and Development** – demonstrated success in collaborating and strategizing with policy makers, regional partners, community stakeholders, and staff to ensure sustainable, equitable and balanced development within a community; someone who brings a fresh perspective, new energy, and best practices in economic growth. Experience working in communities that are experiencing growth and the potential for additional growth in the future.
- **Team Builder** – a leader who encourages creativity, teamwork, and open dialogue to harness the diverse skills and perspectives of their team; someone who recognizes the efforts and contributions of their team, provides support, mentorship, and opportunities for growth and development.
- **Interagency Collaborator** - a partnership-oriented leader with a focus on building coalitions, spurring innovative ideas, coordinating efforts across different agencies and following through for the benefit of the broader community.



EXECUTIVE

- Provides administrative and management staff assistance to the City Manager; conducts specific and comprehensive analysis of a wide range of municipal policies involving organization, procedures, finance and services.
- Assists in developing implementing goals and objectives for the City; recommends and administers policies and procedures; makes recommendations for improvement where warranted.
- Conducts research and develops recommendations on City-wide work methods, operating policies and procedures, programs, services and other administrative issues; observes program operations; analyzes findings and implications; prepares and presents staff reports and other correspondence.
- Represent the City Manager at meetings by making presentations to explain program or project status; answers question or arranges for compilation of data to assist in decision-making process.
- Assists the City Manager and staff in preparing and coordinating agendas and reports for regular and special City Council meetings.
- Negotiates and resolves sensitive, significant and controversial issues.
- Plans, directs and coordinates, through subordinate level managers, the City's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; confers on matters of staffing, organization, budgeting and other administrative matters.





LEADERSHIP

- Practice an inclusive supervisory style with people from a variety of backgrounds, including ethnic or racial groups, age groups, personality styles and genders.
- Project management of capital projects assigned by the City Manager.
- Provides direct leadership for operating departments, divisions and functions as determined and assigned by the City Manager.
- Interacts with Boards and Commissions, outside governmental agencies and non-profits, constituent representative groups and other citizen groups related to goals, actions and activities of the City.
- Meets and confers with a variety of community groups to explain City programs, functions, policies and procedures; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- May oversee and coordinate the activities and services of outside consultants; supervises the preparations of requests for proposals and the bid process; negotiates agreements and ensures contract compliance.
- May coordinate legislative affairs for the City, City Council, on behalf of the City Manager.
- Coordinates regional intergovernmental relationships and related projects.
- Works with the City Council and City Manager to maintain and enhance relationships with governmental entities.
- Assists in developing and articulating policy initiatives as assigned.
- Performs special projects and other duties as required.
- Maintains regular contact with the City Manager, Mayor and City Council to keep them apprised of situations and issues.
- Develops and/or assists in the implementation of innovative programs and enhancements to existing programs, and in technological operational analysis and recommendations for organizational structure.
- Actively participates in the development of the City's strategic plan and strategies to achieve stated goals.
- Actively participates in development of the City's budget, monitoring expenditure and debt services; identifying new funding sources; and making budgetary recommendations to the City Manager and City Council.
- Actively takes part in the advancement and promotion of an organization that is here to support and meet the needs of the customer, both internally and externally.
- Conduct studies assigned by the City Manager and make reports containing findings and recommendations for the solution of various management problems.

PORTFOLIO-SPECIFIC

- Provide assistance and staff support on public participation, public information, economic development, redevelopment, housing and property management, employee and labor relations, budget development and control activities and other activities as assigned.
- Lead the city in its urban renewal efforts by providing guidance and assistance on planning and design for community enhancements which elevate City attributes.
- Public-private partnerships are key to the community and this position will contribute to developing and maintaining those as well as seeking additional ones that will assist the community through such partnerships.

COMPENSATION, BENEFITS, EDUCATION AND EXPERIENCE

Salary: \$19,374 - \$21,527/month, DOQ/E with a comprehensive benefits package available through this Link: [Longmont Benefit Guide](#).

Bachelor's degree in Public Administration or related field from an accredited college or university; Master's degree preferred; plus a minimum of seven years of progressively responsible experience at a senior level in policy development, planning, municipal administration or related area, including supervision in the public or private sector.

Interested candidates should apply online at [GovHRjobs.com](#) with a cover letter, resume, and contact information for at least five professional references by March 28, 2025. For further information, contact MGT Senior Consultant Sarah McKee at 847-380-3240 ext. 120.

The City of Longmont is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to their success. They seek to recruit the most talented people from a diverse candidate pool and strongly encourage all qualified candidates to apply.



MGT