

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
GVR METROPOLITAN DISTRICT**

ESTABLISHMENT OF JOB SEARCH GOALS RELATED TO THE HIRING OF A
DISTRICT MANAGER

WHEREAS, the GVR Metropolitan District (the “**District**”), located in the City and County of Denver, Colorado, is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, the District’s current district manager, Andrew Pimental, has submitted his resignation and his last day of employment with the District will be July 19, 2013; and

WHEREAS, the District is in the process of seeking a candidate for the position of district manager for the District; and

WHEREAS, pursuant to § 24-6-402(3.5), C.R.S., the District’s Board of Directors (the “**Board**”) held a special meeting of the Board on July 3, 2013, during which the Board discussed and agreed upon certain job search goals and documents related to the hiring of a new district manager; and

WHEREAS, the Board hereby resolves to approve those job search goals for the purpose of hiring a new district manager.

THEREFORE, be it resolved by the Board of Directors of the GVR Metropolitan District as follows:

1. The Board has reviewed, discussed and hereby approves the following documents related to its search for a new district manager, all of which are attached hereto as exhibits and shall be considered a part of the District’s job search goals pursuant to § 24-6-402(3.5), C.R.S.:

- a. Position Vacancy Notice (**Exhibit A**)
- b. Job Description (**Exhibit B**)
- c. Application (**Exhibit C**)
- d. Supplemental Questionnaire (**Exhibit D**)

2. The Board hereby establishes the following job search goals pursuant to § 24-6-402(3.5), C.R.S.

a. Job Posting Specifications. The Board, having approved the aforementioned documents, hereby resolves that copies of such documents shall be posted locally at the following sites beginning July 3, 2013:

- i. Special District Association website
- ii. Colorado Park & Recreation Association website
- iii. Community Associations Institute website

- iv. Citizens' Advisory Board (CAB) website
- v. GVR Metropolitan District website

b. Job Description. The Board hereby approves the Job Description for the district manager position, attached hereto as **Exhibit B**.

c. Position Application Requirements. Applicants for the district manager position shall be required to submit to the District the following documents: (1) résumé, (2) letter of interest, (3) completed job application, and (4) completed supplemental questionnaire.

d. Selection Procedures; Employment Time Frame.

The District's Office Manager, Ms. Dee Mares, shall conduct an initial review of applicant materials at the time such materials are received by the District. The purpose of the initial review shall be to determine the completeness of each application and whether the applicant meets the minimum criteria established for the position. Applications that meet the necessary qualifications shall be forwarded to the Search Committee for its initial review.

Interviews of selected candidates will be conducted by the Search Committee, which may take place at a public meeting of the Board pursuant to applicable open meetings laws. Preliminary interviews are expected to take place during the second half of July 2013. The Search Committee will then determine a list of finalists, who will be invited to participate in an additional round of interviews. Finalist interviews are expected to take place during the first two weeks of August 2013. It is anticipated that the top candidate will be offered a position during the third or fourth week of August 2013 and commence work in September 2013.

e. Publication of Final Candidates List. Pursuant to § 24-6-402(3.5), C.R.S., the District shall make public the list of all finalists under consideration for the district manager position no later than fourteen days prior to employing one of the candidates to fill the position. No offer of employment shall be made prior to this public notice.

APPROVED AND ADOPTED EFFECTIVE THIS 17TH DAY
OF JULY, 2013.

GVR METROPOLITAN DISTRICT



President

Attest:



Secretary



GVR Metropolitan District

18650 East 45th Avenue • Denver, Colorado 80249

POSITION VACANCY

Position:

District Manager

Organization:

The GVR Metropolitan District is a planned community of just under 15,000 residents located in the Far Northeast portion of the City and County of Denver, Colorado. The District is a Special District under Colorado Statutes as a Title 32 quasi municipal, local government organization that oversees the following services: HOA covenant enforcement; common area landscape and maintenance services including turf, native, and natural areas; storm water quality management; mosquito control, parks and recreation services; and administration.

Duties:

The District Manager oversees the daily operations of the District, works synonymously with and for the community through the seven member Board of Directors. This position has a heavy focus on community representation and collaboration with other local governments and organizations. Grant writing, development and project planning, general landscape knowledge and understanding, HOA covenant interpretation, leadership, customer service and public relations are all items of focus for this position.

Knowledge, Abilities, and Experience:

Must have strong Customer Service experience, college degree in Public Administration or a related field, and six or more years of progressive management experience in local government and/or community association management.

Salary:

Salary will be commensurate with experience, DOQ. Excellent benefit package including paid time off, holidays, PERA benefits including health insurance.

Evening and weekend work and meeting attendance required.

The Board of Directors desires to fill this leadership position promptly. They request applicants to provide a resume, a letter of interest, a completed District job application, and answers to their supplemental questionnaire. Materials will be accepted until the position is filled, however, the first Board review of applicant materials will be on Wednesday, July 17, 2013. Applicants desiring to be considered at this first review should have all materials submitted no later Monday, July 15.

Submit application materials to:

Dee Mares
Office Manager
GVR Metropolitan District
18650 E. 45th Ave.
Denver, CO 80249
Fax: (303) 307-3250
Email: dmares@gvrmetrodistrict.com

A complete Job Description, along with the supplemental questionnaire and District Application are available on the District's website at www.gvrmetrodistrict.com

GVR Metropolitan District is an Equal Opportunity Employer



GVR METROPOLITAN DISTRICT

DISTRICT MANAGER

JOB DESCRIPTION

(update 6-24-2013)

POSITION SUMMARY

Under the policy direction of the Board of Directors, the District Manager serves as the Executive Officer of the District and implements Board policy. The District Manager determines and executes administrative, financial, and operational procedures. The District Manager is responsible for oversight of the planning and design of facilities, construction, operation and maintenance of facilities and the administration of the business affairs of the District. The District Manager supervises all District employees and works closely with legal counsel, auditors and other consultants and advisors to the District. The District Manager reports to the Board of Directors.

The District Manager position is an FLSA-exempt position.

RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

District Communications

- Responds to all inquiries, questions or requests relating to District.
- Provides satisfactory communications to District residents and users of District facilities and programs, the media, the general public, civic groups, and the Board of Directors to manage and resolve public concerns and problems as necessary.
- Maintains informed status of neighboring districts and commissions issues, as may be applicable.
- Maintains intergovernmental relations with neighboring governmental entities, and other applicable public and private organizations.
- Utilizes District website and other media as effective means of communication.
- Oversees development and execution of District's newsletter – The Metro.

District Office Administration:

- Responsible for the supervision, hiring, firing and exercise of direct authority over all District employees.
- Performs regular annual evaluations for District employees.
- Responsible for preparation and review of regular comprehensive staff management reports.
- Administration of District insurance policies.

- Maintains the organization of District files and records with District Legal Council.
- Prepares and Submits reports required by State or City and County of Denver applicable to District.
- Administration, supervision and enforcement of District policies and procedures, rules and regulations.
- Trains staff as necessary on the administration, supervision and enforcement of District policies, rules and regulations.
- Maintains responsive atmosphere and good relations with District constituents.
- Responds to and resolves potentially difficult and sensitive employee, resident and other stakeholder inquiries and complaints.

District Board Administration:

- Coordinates all Board and Board committee meetings and notices.
- Attendance of Board of Directors meetings and presentation of applicable information and recommendations related to District operations and policies, as needed or as requested by members of the Board.
- Annually advise and implement desired goals and objectives of the Board of Directors.
- Works with legal counsel and staff on administration and coordination of the District's elections.
- Administration and coordination of budget process.
- Maintain committee reports and committee minutes as required.
- Oversee implementation of District Strategic Plan and perform regular review and report meeting the near-, mid- and long-term goals of the Strategic Plan.

Operations:

- Plans, coordinates, directs and oversees the staff and operations of District landscape and facilities management services and programs.
- Plans, coordinates, directs and oversees the staff and operations of the District community programs and services.
- Develops and administers District capital program.
- Creates work environment to facilitate and ensure maximum work productivity of employees.
- Prepares and updates as necessary personnel policies for Board approval for the efficient operation of the District.
- Evaluates organizational issues and concerns; and facilitates strategies to address issues and concerns.
- Anticipates and advises Board of future needs of District.
- Provides organizational leadership and promote organizational values.

- Maintains compliance with all applicable permits.
- Training of staff on District policies and procedures.
- Supervises and monitors all District programs and facilities.
- Oversees performance and compliance with District covenant enforcement services pursuant to contractual relationship with HOA.
- Researches and participates in grant opportunities on behalf of District as applicable.
- Performs activities necessary to assure Board compliance with applicable laws.
- Ensures accountability throughout the District's organization to help maintain the highest level of local government transparency for the District.

Financial:

- Administers and supervises the District's financial records and reports
- Cooperation with and provision of information to auditor.
- Invoicing and collection of all accounts for District services.
- Preparation, review and payment of all appropriate claims.
- Be knowledgeable of District's financial history and obligations under its bond documents.
- Anticipates and advises Board of financial needs of District.
- Works with staff to prepare and present the District's annual operating budget to the Board of Directors for approval.
- Implements the District's approved budget over the course of the fiscal year.

Consultants and Contractors:

- Works in collaboration with Attorney for the District to ensure compliance with applicable laws.
- Coordinates and supervises all contractors and consultants

Representation:

- Represents the District by attending and participating in professional groups and committees as deemed necessary or delegated by the Board of Directors.
- Attends other District's Board meetings as needed for collaborative efforts.

PHYSICAL ENVIRONMENT:

- Works to involve general office environment with operation of various standard office equipment, including a telephone and a personal computer

that requires continuous and repetitive eye, arm or hand movement and long periods of sitting at a desk or work station.

- Should be capable of filling in the performance of any job responsibility designated to any District staff member, including landscape and maintenance related work.
- Requires license and ability to operate a motor vehicle. Should be able to climb a 24-foot extension ladder, reach overhead, bend, stoop, kneel, sit, and stand the majority of the work day.
- Requires ability to perform infrequent lifting and/or carrying of items weighing up to 40 pounds.
- Requires manual dexterity in the use of hand tools and equipment, power tools and equipment, and vehicles with related snow and other attached apparatus
- At times, work is performed out of doors in all types of weather and temperatures, and potentially in tight and/or enclosed spaces

TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES:

Minimum Educational / Experience Requirements:

- Combination of training, education, and experience equivalent to a Bachelor's Degree from an accredited college or university, preferably in Public or Business Administration or a related field,
- Minimum of six years of progressively responsible supervisory experience in some form of local government and/or community association management.
- Experience as a District Manager or other senior management level position desired.
- Master's Degree in a related field is desirable.
- Certification as a Parks and Recreation Professional (CPRP) desirable.

Knowledge and Abilities:

Knowledge of:

- Complex public policy issues, including state statutes and other governing documents of which special districts must know;
- Intergovernmental relations;
- Federal, state, regional and local jurisdictional partnerships;

- Federal, state and local government financial regulations, management and fiscal policies;
- Parks, recreation and open space management concepts and standards;
- HOA management and specifically covenant enforcement standards;

Ability to:

- Effectively implement and manage the District's budget;
- Develop procedures to implement policy direction;
- Listen, facilitate and synthesize multiple points of view;
- Delegate effectively to and mentor staff to assume broader leadership roles;
- Develop staff knowledge, skills and abilities through continuing education;
- Foster an organizational climate that attracts, retains and develops high level talent at all staffing levels;
- Facilitate and sustain positive employee relations;
- Communicate orally and in writing with all levels of District staff, Board of Directors, community organizations and citizens;
- Manage and organize all District resources;
- Manage and constantly evaluate the work of others and provide organizational leadership;
- Work efficiently and effectively with legal counsel and other consultants to the District;
- Implement and facilitate efficient engagement of contractual goods and services necessary to the District's services and functions;
- Build effective working relationships with District Board of Directors, community leaders and organizations, staff and citizens;

This position performs related duties and functions as may be delegated, assigned or required.

The statements contained herein reflect general details as necessary to describe the primary and delegated responsibilities of the job of District Manager, but are not an all-inclusive listing of work requirements. The District Manager may be required to perform other tasks as deemed necessary to accomplish the job.

Acknowledgment

I acknowledge that I have received a copy of the District Manager job description on this _____ day of _____, 20____, and that to the best of my belief, I am capable of performing the essential functions of the job, with or without reasonable accommodation

Any accommodation requested to perform the essential functions of the job as described:

Signature

Printed Name



GVR Metropolitan District

18650 East 45th Avenue • Denver, Colorado 80249

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

Job applied for _____ Today's Date _____

Are you seeking: Full Time ___ Part Time ___ Temporary ___ When could you start work? _____

Last Name _____ First Name _____ Middle Name _____ Telephone Number _____

Present Street Address _____ City _____ State _____ Zip Code _____

Are you 18 years of age or older? Yes ___ No ___
(if you are hired, you may be required to submit proof of age)

Social Security # (optional) _____

If hired, can you furnish proof that you are eligible to work in the U.S.? Yes ___ No ___

Have you ever applied here before? Yes ___ No ___ If yes, when? _____

Do you have relatives working here? If yes, give names _____

Have you ever been convicted of any law violation? (Include any pleas of "guilty" or "no contest". Exclude minor traffic violations)

Yes ___ No ___ If yes, give details _____

If employed, do you expect to be engaged in any additional businesses or employment outside of our job? Yes ___ No ___

For Driving Jobs Only: Do you have a valid driver's license? Yes ___ No ___

Driver's License Number _____ Class of License _____ State Licensed _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes ___ No ___

If yes, give details: _____

List Professional trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, disability or other protected status.) _____

List Name and Address of Schools	Number of Years Completed	Diploma/ Degree/Certificate	Subjects Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the job for which you are applying? _____			

What machines or equipment can you operate that relate to the job for which you are applying? _____			

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self employed, give firm name and supply business references. Note: A job offer may be contingent upon acceptable references from current and former employers.

Name of employer:	Job Title and Duties:	
Address:	Dates of Employment (Mo/Yr)	
City, State, Zip:	From:	To:
Supervisor(s):	Pay Start:	Final:
Name of employer:	Reason for Leaving:	
Name of employer:	Job Title and Duties:	
Address:	Dates of Employment (Mo/Yr)	
City, State, Zip:	From:	To:
Supervisor(s):	Pay Start:	Final:
Name of employer:	Reason for Leaving:	
Name of employer:	Job Title and Duties:	
Address:	Dates of Employment (Mo/Yr)	
City, State, Zip:	From:	To:
Supervisor(s):	Pay Start:	Final:
Name of employer:	Reason for Leaving:	

Have you worked or attend school under any other name? Yes ___ No ___

If yes, give names: _____

Are you presently employed? Yes ___ No ___

If yes, whom should we contact? _____

Have you ever been fired from a job or asked to resign? Yes ___ No ___

If yes, please explain _____

Give three references, not relatives or former employers

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen, as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE IF EMPLOYED. I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE READ, UNDERSTAND AND BY MY SIGNATURE, CONSENT TO THESE STATEMENTS.

Signature: _____ Date: _____

This application for employment will remain active for a limited time. Ask the organization's representative for details.

District Manager Supplemental Questionnaire

Applicant Name: _____

1. Describe your progressively increasing experience, related community or local government management.

2. Describe your experience of working for a governmental, quasi-governmental and/or public entity (i.e. a city, county, state, village, township, home owners association, business owners association, condominium association, etc.).

3.a. Describe your supervisory experience.

3.b. Of the supervisory experience you have had, describe the number of employees you supervised, their position titles, and list any significant accomplishments of those staff members under your supervision.

4. Please describe your 1) Management style; 2) your leadership style; and 3) what you need in the GVR Metro District organization for you as the District Manager to be most successful.

5. Please outline for us your single most significant, job related “proud moment”.

6. Please outline for us your work salary history and salary expectations for this position.

7. In your opinion, describe the role of the District Manager?

8. Describe your experience with constituent criticism and complaints.