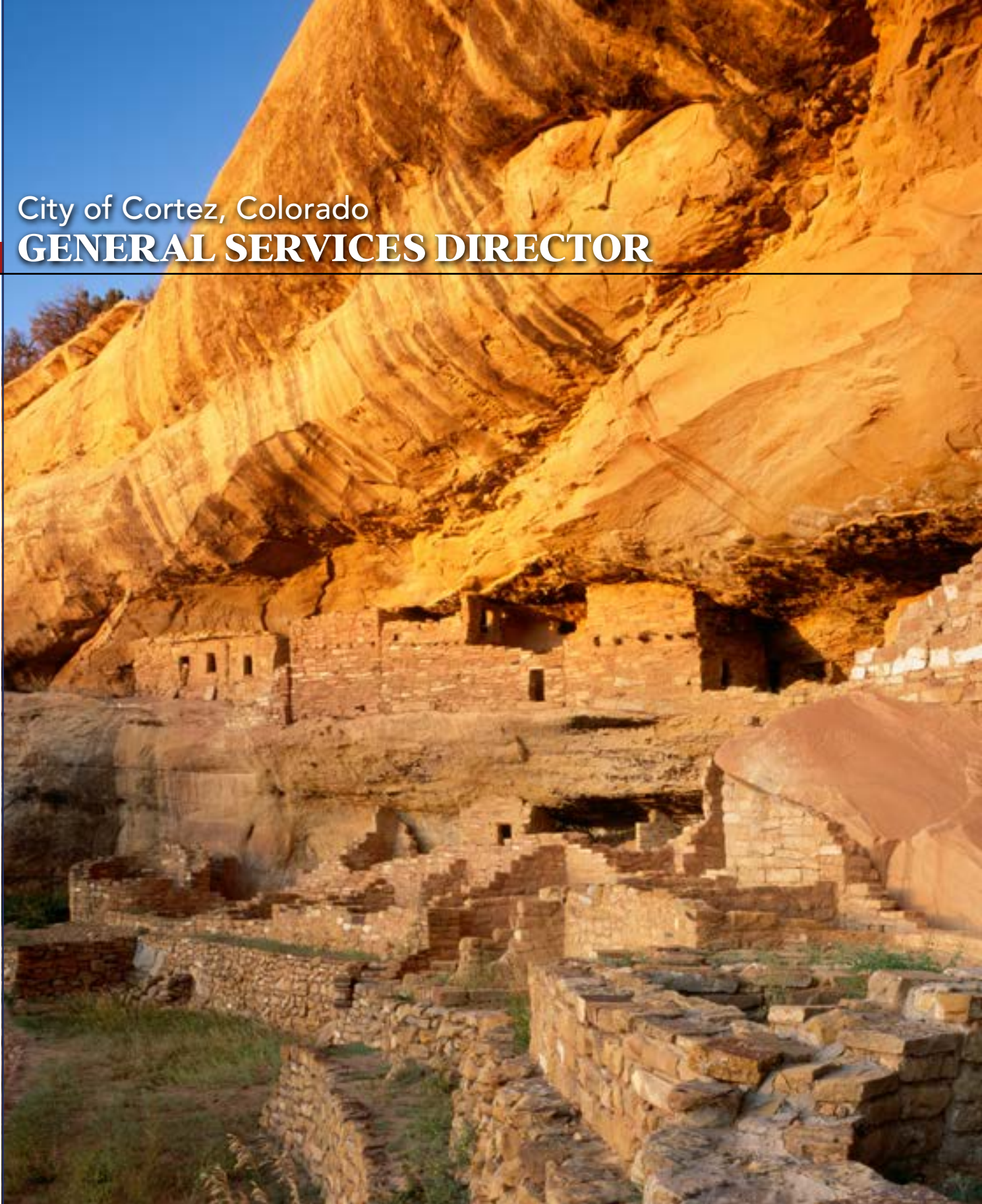


City of Cortez, Colorado

GENERAL SERVICES DIRECTOR





CORTEZ AND THE FOUR CORNERS

Just to the west of the majestic San Juan Mountains, high on southwest Colorado’s desert plateau sits the City of Cortez. “Platted in 1886, incorporated in 1902, and becoming a city in 1952, the founding date of Cortez is (open) to interpretation,” says the city’s budget. Rich in ancient history and natural beauty, Cortez (pop. 9,118, elev. 6,191, 6.21 sq. mi.) is the largest city in, and county seat of, Montezuma County. Residents enjoy access to the massive San Juan National Forest, every manner of outdoor recreation, and the serenity of the high desert and the American West.

The Ancestral Pueblo people made this region their home for some 700 years between the years 600 and 1300 CE. Cortez is ten miles west of Mesa Verde National Park and about three hours from New Mexico’s Chaco Culture National Historical Park (Chaco Canyon).

Both sites were major centers of culture for the Ancestral Puebloans, whose cliff dwellings, including the showpiece Cliff Palace, are remarkably well-preserved at Mesa Verde, inspirational evidence of their rich culture and sophisticated community. The Ute Mountain Ute Indian Reservation is immediately to the south.

Named for Spanish Conquistador Hernán Cortés, the city is also about 45 minutes northwest of the famous Four Corners Monument, which is located within the Navajo Nation and the only place where four states meet – one can stand in Utah, Colorado, Arizona, and New Mexico at the same time. Cortez’s economy benefits from the tourist traffic along U.S. 160 between these two classic destinations, and the city hosts a Colorado Welcome Center.

Cortez residents enjoy a strong sense of community, and they love the serene setting, good weather, high quality of life, and raising families in this quintessential western small town. The city is friendly. Neighbors here look out for one another. Water, mountain, and desert recreation are easily available. Durango is located 45 minutes to the east, and Telluride’s world class skiing is 90 minutes northeast, while Moab’s

red rocks, mountain bike trails, and Arches National Park are two hours away in Utah. The 20th Annual Cortez Balloon Rendezvous was held in August, and various other community events occur throughout the year.

The Montezuma-Cortez RE-1 School District serves the city and includes four elementary schools, a middle school, and a high school, along with charter schools and a Montessori School. Southwest Memorial Hospital is located in town, with CommonSpirit - Mercy

Hospital 50 miles to the east. The Cortez Municipal Airport and the Durango-La Plata County Airport both offer commercial flights.

To learn more about the City of Cortez, please visit <https://www.cortezco.gov>

THE ORGANIZATION

Cortez adopted its home-rule charter in June 1957 and operates under the council-manager form of government. Residents elect a seven-member city council, who sets policy, enacts ordinances, adopts the budget, and hires the city manager, who oversees day-to-day operations.

Cortez is one of Colorado’s best kept secrets, a beautiful, mature, full-service municipality where one might not expect to find one. The

QUICK FACTS

- Population:9,118
- Size: 6.21 sq mi
- Elevation: 6,191 feet
- FY 2024 Budget: ..\$35.4M; GF \$15.77M
- FY 2024 FTE: 150

city provides services well beyond those provided by others its size, including a regional emergency communications and dispatch center, a fiber optic system (third-party franchisee), residential and commercial refuse / recycle service, the Cortez Animal Shelter, a public library, and a showpiece parks and recreation system that is the envy of the region.

Since joining Cortez in May, 2021, City Manager Drew Sanders has recruited national-caliber talent to an already strong leadership team. Together with Cortez's finance director and department, and an expert team of outside auditors, Mr. Sanders has overseen a dramatic turnaround in the city's finances. The team has helped restore public trust by painstakingly reconstructing six years of audited financial statements, retired millions in debt early and leaving the city "debt-free," and implemented the ClearGov budget management system, which institutionalizes transparency in budgeting. The city's FY 2024 approved budget of \$35.4 million (GF \$15.77 million) supports 150 FTE.

THE GENERAL SERVICES DEPARTMENT AND THE DIRECTOR

Created by the city code, the general services department is an internal service department that helps all other departments succeed. The diverse subject areas in this department include procurement, contract management, building and facilities

GENERAL SERVICES DEPARTMENT FACTS	
Gen. Svcs. Administration	\$582.7K
Building Maintenance	\$275.4K
City Hall Operations	\$156.3K
Welcome Center	\$79.4K
Shop Fund	\$478.3K
Equipment Fund	\$477.9K
FY 2024 Budget:	\$2.05M
FY 2024 FTE:	9

management and maintenance (including city hall, all buildings, and the Colorado Welcome Center), fleet, heavy equipment, materials, and energy conservation. The department is located at the Cortez Service Center with the public works department. Issues facing the department include lingering supply chain delays, the relative scarcity of qualified bidders, and recruitment and retention. The department has eliminated a work order backlog, stresses preventive maintenance, and takes pride in their skills, versatility, expertise, and the value they add to the city.

This career opportunity is available through the recent retirement of the general services director, who served the city and the department capably for 35 years. Reporting directly to the city manager, the general services director is responsible for project management and the five-year capital plan for the city's buildings and facilities. The 2024

departmental budget of \$2.05 million supports 9 FTE, several of whom practice skilled trades.

QUALIFICATIONS

A bachelor's degree in business administration or a related field, and at least two years of experience reasonably related to the position are required. Experience in as many of the following areas as possible is strongly preferred: general services principles and procedures (internal services); purchasing and contract administration; building and facilities management and maintenance; fleet and heavy equipment management and maintenance; light construction; materials management; energy conservation; and computer networking and equipment. Supervisory, management, or executive experience, and experience working in local government are all preferred. Project management certification and purchasing accreditation (CPPO, CPPB, CPM) are also preferred. The city at its

WHAT HAPPENS WHEN

Absent unforeseen circumstances, the recruitment will follow the schedule below. Be mindful of the filing deadline and final interview dates, which are unlikely to change.

SCHEDULE

Filing Deadline:	September 15, 2024	Recommendation of Candidates:	October 2, 2024
Preliminary Interviews:	September 23-24, 2024	Finalist Interview Process:	October 11, 2024



sole option will consider any combination of education and experience equivalent to these qualifications and preferences.

THE IDEAL CANDIDATE

Cortez's next general services director is a true public servant, who is passionate about administration and project management. The city manager is looking for an effective leader and manager, who will modernize the department across the board. The next director is deeply committed to providing excellent customer service, taking personal pride in a job well done, and establishing and maintaining high professional standards.

The ideal candidate is a strategic and tactical thinker with good situational awareness. She or he is fiscally disciplined, with good business sense and significant experience developing and managing budgets. The preferred candidate is proactive and will develop a creative, intelligent, and realistic five-year facilities and maintenance plan, understanding that needs outpace available resources.

As the head of this critical internal service department, the ideal candidate is energized by the support function. She or he is an expert collaborator and

team-builder, someone skilled at developing and maintaining relationships. The next director will also do their part to be a highly effective member of the leadership team, supporting the city manager, avoiding silos, and fostering strong relationships with every team member.

The next director is an effective departmental manager, committed to staff development and to maximizing their potential. She or he advocates for staff, but also delegates effectively and holds them accountable without micromanaging. The preferred candidate has expert-level inward- and outward-facing communication skills, both oral and written, and basic computer skills.

The next director is friendly, open, honest, and approachable, with a sense of humor. She or he is quietly confident and listens actively. The ideal candidate intends to come to Cortez to have an impact and leave a legacy.

TOTAL COMPENSATION

The annual salary range for this position is \$110,000 to \$140,000, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the following benefits are provided: health (City pays approx. 90%, employee, 10%) and dental (City pays 100%) insurances; life insurance; mandatory 5% supplemental retirement, matched 100% by the city, plus optional voluntary deferred compensation plan; vacation, sick, and discretionary leave, plus 10 paid holidays; and employee assistance program. Relocation assistance and possible additional incentives are subject to negotiation.

APPLY

To be considered for this excellent professional opportunity, please email only your cover letter and resume to apply@columbialtd.com, naming your files Last.First.CL and Last.First.Resume. Receipt of your submittal will be acknowledged within two business days. All applicants will be updated on their status following the Recommendation of Candidates.

If you have any questions regarding the recruitment process, or this opportunity, please feel free to call Andrew Gorgey directly at (970) 987-1238. For more information, visit the Columbia Ltd website: <https://columbialtd.com>.