



The City of Fort Collins, Colorado  
Invites Qualified Candidates to Apply for  
**Transfort / Parking Services  
Director**

**Deadline**

March 12, 2018

**The Opportunity**

The Transfort / Parking Services Director fulfills a unique role for the City of Fort Collins by meeting current transit and parking needs, and strategically positioning our dynamic community for future growth and economic health. The Transfort / Parking Services Director leads the department in offering exceptional, customer-focused public transportation services including MAX bus rapid transit, FLEX regional service, fixed route bus service, and Dial-A-Ride Paratransit. The Director develops and manages Parking Services as a critical component of public infrastructure and the City's comprehensive portfolio of transportation options. The Director provides leadership to over 175 transportation professionals, collaborates closely with City leaders to create efficiencies and maximize opportunities, and creates ambitious community partnerships that strengthen the City's comprehensive approach to convenient, sustainable Transportation.





# 25 Best Towns Ever

Where to Live Now:  
Outside Magazine, June 2017



Platinum Bicycle  
Friendly Community  
League of American Bicyclists  
2017

## The Community

Incorporated in 1873, Fort Collins is nestled against the foothills of the Rocky Mountains alongside the banks of the Cache La Poudre River. At 5,000 feet in elevation, residents enjoy a moderate, four season climate, with an average of 300 days of sunshine per year. With 167,500 residents, Fort Collins is Colorado's fourth largest city and spans 57 square miles. At full build-out, the City of Fort Collins is expected to reach 255,000 residents. From its early days, as the military fort of Camp Collins, Fort Collins has transformed into a vibrant, healthy, university city with ample attractions and amenities. There are abundant outdoor recreation opportunities available to the many residents who enjoy healthy lifestyles. The nearby Horsetooth Reservoir is a key attraction, as is the Scenic Byway Poudre Canyon. Within the City, the Old Town district provides many venues for live music, shopping, dining, and nightlife. Fort Collins is renowned for its craft beer culture and is widely considered the Craft Beer Capital of Colorado. Fort Collins is home to Colorado State University. With a student enrollment of 32,000, the University significantly affects the composition and culture of Fort Collins. More than half of Fort Collins' residents are college graduates and the City has a strong appreciation for arts, culture, and entertainment. Citizens are educated and engaged in their local government with 52.5 percent of the population having a four-year college education. Various national organizations and magazines recognize Fort Collins as one of the best places to live in the nation.



Malcolm Baldrige  
National Quality  
Award Recipient  
2017

### The Organization

The City of Fort Collins is a home rule city with a Council- Manager form of government. The City Council is composed of six District Council Members who are elected for four-year terms and a Mayor who is elected at-large for a two-year term. All elected officials are non-partisan. The City Council appoints the City Manager, City Attorney, and the Municipal Judge. The City Manager has overall responsibility for all other City employees. The City of Fort Collins directly provides a full slate of municipal services including operating its own electric, water, wastewater, and stormwater utilities. Fire protection is provided by the Poudre Fire Authority (PFA). The City of Fort Collins operates with a biennial budget; the operating budget for 2017 is \$619.4 million and provides funding for municipal operations, including approximately 2,480 employees. The City of Fort Collins aspires to provide world-class services to the community while cultivating an outstanding organizational culture for its employees. In order to achieve its vision, both internal and external services are data-driven and implemented according to organizational values. The City develops resiliency and sustainability through organization-wide systems and processes that ensure consistent employee work practices and alignment across service areas. The City places a high value on citizen input and strives to include them as fellow problem solvers whenever possible. Residents can expect to receive exceptional service, have the opportunity to engage with decision-makers, provide input regarding the allocation of City resources, and have access to government information in a timely and transparent manner.



## Various national organizations and magazines recognize Fort Collins as one of the best places to live in the nation.

- 25 Best Towns Ever: Where to Live Now: Outside Magazine – Jun 2017
- No. 1 Stable and Growing Housing Market: Realtor.com – Jun 2017
- No. 156 Best City for Summer Travel with Families: lendedu – Apr 2017
- No. 186 Best City for Staying in Shape: lendedu – Apr 2017
- 16th Best Place to Live: Livability.com – Mar 2017
- 11th Happiest City in America: Yahoo! Finance – Mar 2017
- Top 100 Best Cities to Start a Family: lendedu – Feb 2017
- No. 9 Top 150 Cities for Millennials Report: Millennial Personal Finance – Feb 2017
- No. 2 Best Cities for Small Business Owners: ValuePenguin – Feb 2017
- No. 17 Best Places to Buy a Forever Home: Good Call – Jan 2017
- No. 8 Best-Performing City: Milken Institute – Dec 2016
- Runner Friendly Community: Road Runners Club of America – Oct 2016
- No. 12 Best Midsize City in America for New College Graduates: – Aug 2016
- Best Recreational/Travel Map Design: Cartography and Geographic Information Society – Apr 2016
- No. 4 Happiest City in America: 24/7 Wall St. – Apr 2016
- No. 4 Community in Overall Well-Being, 2014–2015: Gallup Healthways – Feb 2016

## The Opportunity

**Position Title:** Transfort / Parking Services Director

**Department:** Transfort / Parking Services

**Location:** Downtown Transit Center, 250 N. Mason Street, Fort Collins

**Benefit Category:** Unclassified management  
[view classifications & benefits](#)

**Annual Salary Range:** The City of Fort Collins is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out of area candidate.

**Residency Requirement:** This position is subject to residency requirements under the City's Charter (Article IV, Section 3), which require the incumbent to reside at the time of appointment and throughout employment in this classification within five

(5) miles of the City limits as measured by a straight line connecting the parcel of property upon which the residence is situated to the nearest boundary line of the City. City limits and the Urban Growth Area / Growth Management Area can be found on [FCMaps](#).

**The Position:** The Transfort / Parking Services Director fulfills a unique role for the City of Fort Collins by meeting current transit and parking needs, and strategically positioning our dynamic community for future growth and economic health. The Transfort / Parking Services Director leads the department in offering exceptional, customer-focused public transportation services including MAX bus rapid transit, FLEX regional service, fixed route bus service, and Dial-A-Ride Paratransit. The Director develops and manages Parking Services as a critical component of public infrastructure and the City's comprehensive portfolio of transportation options. The Director provides leadership to over 175 transportation professionals, collaborates closely with City leaders to create efficiencies and maximize opportunities, and fosters ambitious community partnerships that strengthen the City's comprehensive approach to convenient, sustainable transportation.

This position is a vital member of the Planning, Development, and Transportation (PDT) Service Area Leadership Team, and reports to the PDT Director. The Transfort / Parking Services department contributes to and follows a comprehensive Transportation Plan that promotes a safe and efficient transportation network for all modes of travel and allows everyone in the community access to key needs including jobs, education, healthcare, shopping, and entertainment.

### Essential Duties and Responsibilities:

- Develops, implements, and administers long-range plans, goals, and objectives.
- Directs the development, implementation and adherence to the operating and capital budget.
- Oversees activity reports and financial structure.
- Revises objectives and plans in accordance with current conditions.
- Directs new and continuing operations to maximize returns and increase productivity.
- Negotiates and secures funding from local contributing organizations.
- Prepares and administers grant programs.
- Directs purchasing of new equipment.
- Provides information and makes presentations to City Council, City Boards & Commissions and residents.
- Ensures proper and efficient use of all funds in accordance with federal, state and local regulations.
- Plans, develops, and recommends policies and objectives for City Management and Council determination.
- Implements City Council policy and direction.
- Confers with senior staff to plan business objectives, direct, develop, and enforce organizational policies to coordinate functions and operations between divisions and departments.
- Establishes responsibilities and procedures for attaining objectives.
- Ensures compliance with federal, state and local laws and regulations.

- Provides tools, direction, resources, and training for employees.
- Timely completion of job assignments and functions, responses to time sensitive emergencies and critical issues, review of subordinate work products, communications outside the department, management of multiple parking facilities, interaction with the public, adherence to policy directives, and engagement in many daily decision-making opportunities.
- Participates as a collaborative team member for the PDT Service Area.

**Supervisory Responsibilities:** This position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:** The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

#### **Knowledge, Skills, And Abilities:**

- Knowledge of practices and principles of business management.
- Extensive knowledge of financial management and budget development.
- Ability to effectively manage large departmental budget.
- Knowledge of public policy development, strategic and long-range planning.
- Ability to communicate effectively orally and in writing.
- Skilled in principles of policy development and administration.
- Knowledge and specific understanding of functions and operations of departments and divisions within Multi-Modal Transportation.

**Education and Experience:** Qualified applicants will have a Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Public Administration, Planning, Transportation, Management, or a related field and at least eight (8) years' related experience. An equivalent combination of education and experience will be considered.

**The Ideal Candidate:** The ideal candidate will offer the ability to work collaboratively with City Leaders, City Council, and residents to achieve an optimized network of multi-modal transportation throughout the community. This individual must demonstrate innovative thinking and curiosity about cutting edge practices within the industry. A strong candidate will be able to articulate the vision and direction of the department and City to audiences with diverse interests including residents, elected officials, advocacy groups, boards & commissions, employees, and partners, and will offer experience navigating a vital relationship between municipality and university.

The ideal candidate will offer knowledge and experience in crafting policy, managing a variety of funding sources, navigating FTA regulations, and negotiating inter-governmental agreements. This individual offers strong financial acumen and can lead the department in procurement, budgeting, asset management, and planning for the financial future of a growing system. This individual offers the ability to shape the culture of a diverse department, ensuring opportunities for employee development and engagement in the midst of a rapidly changing environment. Advanced written, oral, and presentation skills, as well as organizational and administrative skills, are critical to the success of the position.

**How to Apply:** Interested applicants should forward cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: TRANSFORTFC

Affion Public  
2120 Market Street, Suite 100  
Camp Hill, PA 17011  
888.321.4922

Fax: 717-214-2205

[www.affionpublic.com](http://www.affionpublic.com)



*Delivering Leaders.*

The City of Fort Collins is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to race, religion, gender, age (40 years or older), national origin, color, creed, ancestry, marital status, sexual orientation, or other characteristics protected by law.

**Background Check and Drug Test Required.**

*Note: Some information in your application may be public information under the Colorado Open Records Act.*

