

Posted: May 30, 2019
Post Until: June 5, 2019

**NOTICE OF SPECIAL MEETING
OF THE KEN-CARYL RANCH METROPOLITAN DISTRICT
BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN that a Special Meeting of the Board of Directors of the Ken-Caryl Ranch Metropolitan District will be held on Tuesday, June 4, 2019 at 4 p.m. The meeting will be held at the Ken-Caryl Ranch House located at 7676 S. Continental Divide Road, Littleton, CO and is open to the public. The agenda for the Special Meeting is as follows:

AGENDA

1. Call to Order.
2. Additions/Deletions to the Agenda.
3. Discuss hiring plans for the District Manager position.
4. Consider and possible approval of MD19-102 A RESOLUTION ESTABLISHING DISTRICT MANAGER SEARCH COMMITTEE AND HIRING PROCESS.
5. Adjournment.

Dated this 30th day of May, 2019.

**BY ORDER OF THE KEN-CARYL RANCH METROPOLITAN
DISTRICT BOARD OF DIRECTORS**

By: /s/
Lauri Lehan-Milano, President

Job Announcement
District Manager
Ken-Caryl Ranch Metropolitan District

The Ken-Caryl Ranch Metropolitan District is accepting applications to fill the position of District Manager. The District Manager serves as the Chief Executive Officer under the general direction of a five-member elected Board of Directors, and is responsible for the administration, operations, and fiscal management of the District. A copy of the District Manager Job Description can be obtained at: [tbd](#). The 2019 salary range for this full-time position is \$90,000 - \$120,000, dependent on experience and qualifications, and offers a competitive benefit package.

Ken-Caryl Ranch is a 42-year-old Master Planned Community of 4400 homes in one of Denver's premier locations, offering spectacular views, 110 acres of parks and greenbelts, recreational amenities and a True Colorado Lifestyle. The Ken-Caryl Ranch Metropolitan District was established in 1989 to provide park and recreation services to the Ken-Caryl Ranch community. The District is responsible for an annual budget of approximately \$5 million, funded by property taxes, program fees, and grants. The successful candidate will oversee a professional staff of approximately 170 full-time, part-time and seasonal employees in the administration of a wide range of parks and recreation services to the community, including parks maintenance and development, one of the top tennis programs in the state, youth and senior programming, preschool, environmental education, aquatics at three community pools, special events, fitness and sports.

Interested individuals must submit a cover letter, resume, references, and salary history to the Search Committee Chair, John Huggins, at: john@jbhuggins.com. Application materials must be received by 5:00 pm (MST) on July 12, 2019. Applications received after the deadline will not be considered.

Ken-Caryl Ranch Metropolitan District

JOB DESCRIPTION

Position Title	DISTRICT MANAGER
Reports to	Board of Directors
Department	n/a
Grade	n/a
FLSA Status	Exempt
Effective Date	June 4, 2019

This Job Description outlines the basic requirements, duties and general responsibilities of the position of the District Manager. Unless modified by a written Employment Agreement, this position is “at-will,” which means the Ken-Caryl Ranch Metropolitan District (“District”) may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

The headings in this Job Description are for reference only and shall not affect its interpretation. Unless expressly defined in this Job Description, all terms have the same meaning as defined in the Employee Handbook, as may be modified by the District Board of Directors (“Board”) at any time in its sole discretion.

Position Summary:

The District Manager is hired by, serves at the pleasure of, and acts under the direction of, the District Board. The District Manager serves as the District’s Chief Executive Officer and is responsible for all aspects of the efficient and cost-effective operation and administration of the District, including all District employees, volunteers, independent contractors, and consultants, and shall have the power and authority to organize, manage and control all activities necessary for the efficient operation and administration of the District, in accordance with the policies and procedures established by the Board from time to time, in its sole discretion. The District Manager advises the Board on all matters relating to the planning, development, administration and operation of all District departments and programs, and all financial aspects of the District. The District Manager performs a variety of complex executive work in planning, directing, and coordinating the management of the District’s programming and recreational amenities, including facilities and recreational planning, parks and facility operations, parks administration, public relations, marketing and special events. The District Manager works closely with the Board to develop and implement capital improvements, programming goals, and annual budgets. The District Manager is responsible for overseeing all legal and compliance aspects of the District’s administration and operations.

Primary Duties and Responsibilities:

The following are an overview of the primary duties and responsibilities of the District Manager and should not be considered an all-inclusive list.

Strategy & Vision

1. Develop and annually evaluate and update as necessary short- and long-range plans for programming, capital improvements, reserve funds, facility construction/renovation, staffing, and grant writing; implement the Board approved plans as appropriate;

2. Set and monitor District-wide goals;
3. Provide strong, effective leadership and development opportunities to all District supervisors, employees, and volunteers;
4. Provide support to District staff, implement programs to increase morale, and generally support a positive District staff culture. Make regular site visits and check-ins with all levels of staff.

Board Coordination

1. Attend all study sessions, and all regular and special meetings of the Board, and participate in discussions with the Board in an advisory capacity;
2. Prepare, or supervise the preparation of, notices, agendas, planning documents, and minutes for all regular and special Board meetings and study sessions; timely prepare and distribute to the Board information, documents or other materials necessary for the efficient and effective handling of Board meetings; and, meet regularly with the Board President as the Board liaison;
3. Effectively and efficiently administer and supervise all regular and special District elections;
4. Make recommendations to the Board regarding the establishment, consolidation or abolishment of any department, program or activity the District Manager believes is necessary and appropriate for the efficient and effective administration/operation of the District.

Staffing & Human Resources

1. Responsible for the efficient and effective administration, management and supervision of the District's workforce, including but not limiting to, recruiting, hiring/appointment, promotion, demotion, layoffs, transfers, discipline, termination, training, compensation and benefits, within the budget approved by the Board. Organize, direct, coordinate and review work prepared by regularly employed staff and seasonal temporary staff. Develop and oversee agreements with contract employees. Determine work procedures, prepare work schedules, and expedite workflow. Plan and organize workloads and assignments of subordinate supervisors. Impose corrective or disciplinary actions upon subordinate personnel in accordance with the Employee Handbook;
2. Ensure proper human resources functions are performed by or for the District, including payroll, benefits and record keeping. Oversee human resource functions of subordinate staff. Coordinate and evaluate District employee compensation plans and benefit programs, and make recommendations to the Board regarding same;
3. Exercise supervision and control over all District departments, programs and activities, including the District's diverse, year-round recreation, park, and leisure programs, and the management and safe operation of all parks, open space and recreation facilities the District owns, leases or manages; monitor/evaluate goals and objectives in each department;
4. Establish appropriate and effective practices and procedures for implementing and administering the Employee Handbook, as the Board may amend from time to time.

Marketing & Communication

1. Promote District functions, programs and activities to continually improve public knowledge, understanding, confidence and support;
2. Attend majority of the District's special events;
3. Maintain and oversee effective, comprehensive public information efforts using

- telephone, email, newspaper, website, mailings and other media;
4. Quickly and effectively respond to community correspondence, comments, inquiries, and complaints.

Community Projects & Agreements

1. Be responsible for ensuring appropriate engineering, architectural, maintenance, construction and other services are provided to the District, as needed;
2. Prepare requests for proposals to provide for improvements to the District's parks and recreation facilities; oversee construction projects and facility improvements;
3. Prepare bid specifications and documents for various capital construction projects. Analyze bids and make recommendations to the Board;
4. Administer and oversee all District contracts;
5. Administer and monitor the work performance of approved contractors, conduct interim and final walk-throughs, and oversee contractor payments.

Administration & Legal

1. Efficiently and effectively administer and conduct the ordinary and usual business and affairs of the District in a reasonable, prudent and professional manner;
2. Act as the District's liaison with its legal counsel in all matters of legal compliance, risk, and possible litigation;
3. Maintain, review, develop and implement administrative policies, procedures and standards for efficient, safe, and effective operation of the District's recreation facilities and programs, and parks. Enforce compliance with all applicable laws and industry accepted standards;
4. Ensure the proper generation, organization and filing of the District's historical records and records required by law, including but not limited to Board meeting minutes, budgets, financial statements, contracts, real property records, organizational documents, audits, capital projects, legal issues, and personnel related records;
5. Research, prepare, submit and follow up on grant applications to secure outside funding for capital improvement projects or other District needs.

External Relationship Development

1. Ensure coordination of the District's programs with other community organizations such as the Ken-Caryl Ranch Master Homeowners Association, the County, the school district and various community agencies. Represent the District's interests effectively and professionally in public meetings and in the community, and through verbal communications, correspondence, e-mails, and facsimiles with governmental bodies, the community and the District's citizens;
2. Attend area civic meetings where necessary or invited; work with local news agencies on the publication of District matters; contribute articles to the community's bi-weekly newspaper and other newspapers to provide residents a source of information regarding parks and facilities issues; receive and act upon complaints from the public, and advise the public on questions relating to District policies and procedures;
3. Represent the District's interest in legislative or other political matters that may affect the District; represent the District in associations such as the Colorado Park and Recreation Association, National Recreation and Park Association, and the Colorado Special Districts Association.

General

1. Consistently promote a positive, professional image of the District and provide excellent customer service at all times;
2. Perform such other duties as may be assigned by the Board, in its sole discretion, from time to time.

Immediate Supervisor:

The District Manager reports directly to the Board.

Supervisory Responsibilities:

The District Manager directly supervises the Parks Director, Controller, Recreation Director, Facilities Foreman, and Facilities Coordinator. The District Manager is indirectly responsible for the supervision of all District employees and volunteers through subordinate supervisory personnel.

Minimum Qualifications and Requirements

1. Possess a Bachelor's degree from a nationally accredited educational institution, preferably in public administration, recreation or related field;
2. A minimum of five (5) years experience in recreation programs and facility operations that include experience in coordinating, supervising and administering multi-program operations, *or* any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for excellent job performance;
3. Possess or obtain within 30 days of hire a valid Colorado Driver's License with acceptable driving record;
4. Ability to multi-task and prioritize multiple projects correctly;
5. Ability to work a schedule that includes early mornings, evenings, weekends, and holidays;
6. Ability to establish and maintain positive working relationships with the Board, District employees and volunteers, consultants and contractors, other organizations and the community;
7. Work well in a progressive, team-oriented environment;
8. Possess a positive attitude, and be a self-starter; and,
9. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

Working Environment/Physical Requirements

This position requires work in a variety of locations and conditions, including but not limited to, the District's administrative offices, construction sites, the District's parks and recreational facilities, and other similar inside and outside work areas. A substantial portion of this position will involve sedentary, administrative work in an office environment.

Moderate physical activity is required, including the ability to lift items in excess of 50 pounds occasionally and up to 20 pounds frequently. This position requires standing, walking, stooping/bending, lifting and repetitive motion. Work is performed in all weather conditions. Positive interaction with District employees, volunteers, subordinate supervisors, consultants and contractors, other organizations and the public required.

**RESOLUTION
BOARD OF DIRECTORS OF THE
KEN-CARYL RANCH METROPOLITAN DISTRICT**

A RESOLUTION ESTABLISHING A DISTRICT MANAGER SEARCH COMMITTEE AND HIRING PROCESS

WHEREAS, on March 26, 2019, District Manager Melissa Daruna notified the Board of Directors ("**Board**") of the Ken-Caryl Ranch Metropolitan District ("**District**") that she was resigning her position; and

WHEREAS, District Manager Daruna's last day of employment with the District was April 19, 2019. Accordingly, in accordance with C.R.S. § 24-6-402(3.5), the Board wishes to establish a District Manager search committee and hiring process.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE KEN-CARYL RANCH METROPOLITAN DISTRICT THAT:

1. The attached District Manager Job Description is hereby approved.
2. The attached District Manager Job Announcement is hereby approved.
3. The Board hereby establishes a search committee ("**Search Committee**") comprised of District Board members John Huggins and Lauri Lehan-Milano, and the following individuals:
 - a. _____
 - b. _____
 - c. _____

The Search Committee shall be assisted by the District's administrative staff and legal counsel as necessary and appropriate to carry out the requirements of this Resolution.

4. In accordance with C.R.S. § 24-6-402(3.5), the Board establishes the following hiring process to be followed by the Search Committee ("**Hiring Process**"). The Board may modify the Hiring Process at any time, in its sole discretion.

a. The preliminary Hiring Process timeline attached to this Resolution is hereby adopted ("**Timeline**"). The Board may modify the Timeline at any time in its sole discretion.

b. The District Manager Job Announcement shall be distributed through the Colorado Parks & Recreation Association Career Center and National Recreation & Park Association Career Center. The Search Committee may distribute the District Manager Job Announcement through other media if it deems it appropriate. All applicants shall submit the required materials by the deadline established in the District Manager Job Announcement. Applicants who fail to return the required materials by the deadline shall be disqualified and shall not be considered.

c. Once the deadline for submitting applications has expired, the Search Committee shall review the information and develop a candidate list, eliminating those individuals who do not meet the minimum requirements of, or who otherwise are not suitable candidates for, the District Manager position ("**Candidate List**"). The Search Committee shall submit the Candidate List to the Board, which shall, by majority vote, adopt the Candidate List with such changes, if any, as the Board deems appropriate.

d. Upon Board adoption of the Candidate List, the Search Committee may conduct in-person or telephone interviews, submit questionnaires, conduct further evaluation procedures, or take such other actions as the Search Committee deems appropriate to identify candidates to be placed on a list of finalists ("**Finalist List**"). The Search Committee shall submit the Finalist List to the Board. The Board, by majority vote, may reject the Finalist List or adopt the Finalist List with such changes, if any, as the Board deems appropriate; except that, pursuant to Colorado law, if there are only three or fewer applicants who possess the minimum qualifications for the District Manager position, all of the applicants shall be considered finalists, and shall be included on the Finalist List.

e. The Finalist List shall be posted immediately following Board adoption. In accordance with Colorado law, the Board will not make a decision on the individual, if any, to whom it will issue a conditional offer of employment for a period of at least 14 calendar days from the date the Finalist List is posted.

5. During the 14-day posting period for the Finalist List, the Search Committee may conduct further in-person or telephone interviews, submit questionnaires, conduct further evaluation procedures, or take such other actions as the Search Committee deems appropriate.

6. After expiration of the 14-day posting period for the Finalist List, the Board may, but is not required to, approve the issuance of a conditional offer of employment to one of the finalists. The Board, in its discretion, may chose not to issue a conditional offer of employment to any individual on the Finalist List and may terminate the process, and determine how it wishes to proceed.

7. The Board will conduct, or cause to be conducted, background and reference checks for the finalist, if any, to whom the conditional offer of employment is issued. If the Board is satisfied with the background and reference checks, it may, but is not required to, approve the issuance of an unconditional offer of employment to the individual.

8. If the individual does not satisfy one or more of the conditions set forth in the conditional offer of employment, or if the individual and the Board are unable to reach mutually acceptable terms for his/her employment, the Search Committee and the Board may repeat the process set forth in paragraphs 4 through 7 with respect to any other finalist, or the Board may terminate the hiring process and commence a new hiring process, or take such other action as it deems appropriate.

ADOPTED AND APPROVED this 4th day of June, 2019.

Director

Director

Director

Director

Director

Timeline for Hiring District Manager
(Preliminary - Subject to Change at the Board's Discretion)

Opening Date/Announcement Posting:	June 7, 2019
Application Deadline:	July 12, 2019
Develop Candidate List and Submit Candidate List to the Board:	July 19, 2019
Board Action on the Candidate List:	July 23, 2019 [Regular Meeting]
Hiring Committee Interviews; Questionnaires; Additional Evaluations	July 24 – August 2, 2019
Establish Finalist List and Submit Finalist List to the Board:	August 9, 2019
Board Action on the Finalist List:	August 12, 2019 [Special Meeting]
Post List of Finalists:	August 13, 2019
Possible Hiring Committee Interviews Of Finalists/Additional Evaluation:	August 14 – August 26, 2019
Conditional Offer of Employment Issued:	August 27, 2019 [Regular Meeting]
Background/Reference Checks/Other Conditions Contained in Conditional Offer of Employment:	August 28 – September 5, 2019
Unconditional Offer Extended:	September 6, 2019