

DOWNTOWN DEVELOPMENT AUTHORITY

GLENWOOD SPRINGS, COLORADO

IS SEEKING AN EXECUTIVE DIRECTOR

Downtown Development Authority

The Glenwood Springs Downtown Development Authority (DDA) is a tax-funded district established in 2001. The DDA has several over-arching goals: It seeks to enhance and broaden the downtown experience for residents and guests through infrastructure, beautification, pedestrian access and connections to open space, views, and river corridors. Revenues to the DDA are earmarked and used exclusively for the purposes of downtown vitalization. Additional funding sources include grants and municipal partnerships.

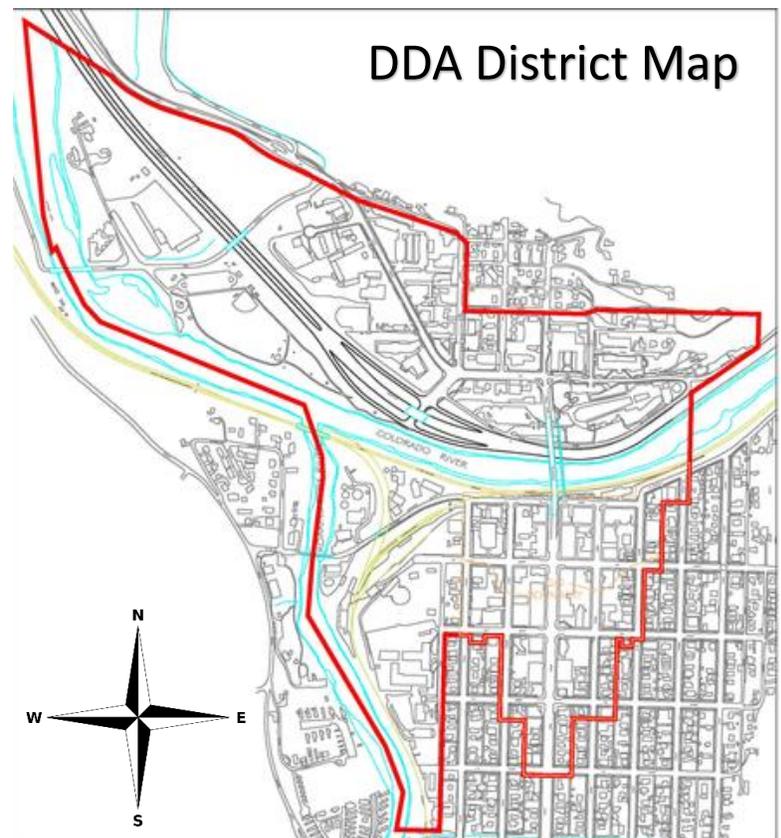
Location

The DDA district includes the area north and south of the Colorado River, east of the Roaring Fork River and west as far as Blake Avenue, with an emphasis on the commercial core of the city. The DDA is governed by an eight-member volunteer citizen board and reports to the Glenwood Springs City Council with its recommendations.

Mission and Goals

The DDA's mission is simple, yet effective: to create vitality for the downtown. The DDA completes this mission through the following variety of goals, strategies, and tactics:

- ❖ Strengthen downtown as the retail/entertainment, office/government, and tourist hub of the area
- ❖ Seed private investment with public improvements
- ❖ Grow momentum with public/private partnership



The City of Glenwood Springs

Glenwood Springs lies about 157 miles west of Denver along the I70 corridor and at the confluence of the Colorado and Roaring Fork rivers. At just under 10,000 residents, Glenwood Springs has plenty to offer for entertainment and recreation for locals and visitors alike.

In the summer, people enjoy plenty of sunshine and warmth and take to the rivers for rafting, tubing, kayaking, stand-up paddle boarding, and fishing. In the winter, skiers and snowboarders venture to Sunlight Mountain, about 20 minutes from downtown, or soak in the hot springs for a winter warm up. All year long, trail use is highly utilized by hikers and bikers throughout Glenwood Springs with about 17 official trails varying from easy to difficult. Several of these trails either go through downtown or are a short walking distance from the downtown core.

Glenwood Springs boasts a strong history with visits from past United States presidents at the Hotel Colorado, The famous Doc Holliday visited the Glenwood Hot Springs to cure his illness and was later buried here after his death. Glenwood Springs is also home to America's only mountain-top theme park: Glenwood Caverns Adventure Park. There is truly something for everyone in this rural but upbeat city.



DDA Executive Director – Statement of Duties

The DDA Executive Director's primary responsibility will be to provide staff services to the DDA in pursuit of the DDA's goals and mission. This position is under the policy direction and oversight of the eight-member DDA Board.

See link:

<http://www.glenwoodspringsdda.com/our-goals.html>

Example of Duties

The following examples of duties are intended to be illustrative only and are not intended to be all inclusive. The Director will take a leadership role in performing the following tasks:

Plans and Processes: Develop and present strategic plans and processes to implement projects in accordance with the DDA's goals and mission.

- a. Identify available funds, real estate assets, and human resources
- b. Through a creative collaborative process, develop implementable short and long-term plans
- c. Adopt a leadership role in developing a process for realistic project implementation

Project Management: Manage redevelopment and infill projects to meet budgetary, timing and scope-or-work requirements.

Urban Design Expertise: Apply urban design expertise and skills in redevelopment and infill projects to build upon and ensure harmony with Glenwood Spring's unique urban architectural character.

Coordination: Work collaboratively with developers, property owners, business owners, residents and City staff, recognizing the unique roles of the DDA and other entities. The Executive

Director is the DDA liaison to the City of Glenwood Springs.

Administration: Manage the DDA’s administration.

- a. Prepare and manage the DDA’s annual budget, subject to approval by the DDA Board and City Council
- b. Manage consultants to perform tasks as appropriate
- c. Manage the DDA’s Building Façade Grant Program
- d. Coordinate with the DDA’s attorney as appropriate
- e. Prepare Board meeting agendas and packets with Board President and attorney; properly record and transcribe meetings and minutes, arrange for posting of DDA Board meetings and distribution to required entities

Required Knowledge and Skills

Master’s Degree in Urban Design, Architecture, Landscape Architecture, Environmental Design, or related fields or equivalent experience in these areas with a Bachelor’s Degree in the same. Minimum four (4) years’ experience in a position performing similar tasks as those outlined.

Demonstrated knowledge in the fields of Downtown Redevelopment, Urban Design, Urban Real Estate Economics Planning, and Community Participation. Demonstrated ability of leadership through effective listening, collaboration, problem solving, consensus building with diverse constituencies.

Terms and Conditions

- ❖ The DDA reserves the right to undertake its own investigation to evaluate candidate.
- ❖ The DDA anticipates the Executive Director will undertake its duties as an independent contractor where the candidate is responsible for insurance, etc.

- ❖ The estimated budget for the Executive Director position is \$9,000–\$10,000 per month.
- ❖ The DDA shall have the sole discretion to accept or reject any submittal.
- ❖ The DDA reserves the right to solicit or recruit any individual or firms directly to request qualifications for Executive Director.
- ❖ All submittals become the property of the DDA upon receipt and will not be returned to the applicant.
- ❖ The DDA operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible.
- ❖ Cost of submitting the application, attendance at an interview, or any other such costs are entirely the responsibility of the applicant or applicant firm and shall not be reimbursed in any manner by the DDA.



How to Apply

Please submit PDF electronic applications to City of Glenwood Springs Human Resources Director, Beth Stewardson, beth.stewardson@cogs.us by **February 15, 2019 at 5pm**. Application must include a cover letter, resume, and at least three professional references.