



School of Public Affairs
UNIVERSITY OF COLORADO **DENVER**

City Manager

MPA- related certificates and concentrations:

- Local Government
- Public Policy Analysis

MPA- related courses:

- PUAD 5115: Effective Grant Writing for Nonprofit & Public Sector Managers
- PUAD 5130: Collaboration Across Sectors
- PUAD 5150: Fundraising & Financial Resource Development
- PUAD 5170: Strategic Management for Nonprofit & Public Managers
- PUAD 5220: Human Resource Management
- PUAD 5250: Intergovernmental Management
- PUAD 5271: Managing Conflict and Change
- PUAD 5310: Principles of Policy Design
- PUAD 5350: Program Evaluation
- PUAD 5370: Public Discourse and Policy
- PUAD 5380: Public Participation, Political Equity, & Government
- PUAD 5410: Administrative Law
- PUAD 5420: Law and Public Policy
- PUAD 5460: Political Advocacy
- PUAD 5503: Public Budgeting and Finance
- PUAD 5625: Local Government Management
- PUAD 5626 Local Government Politics and Policy
- PUAD 5628: Social Problems and Policies in the Urban Environment
- PUAD 5630: Economic Development
- PUAD 5638: Colorado Politics, Policy, and Administration

Internship: An internship within a local government may be beneficial

Duties and Responsibilities: City or town managers are responsible for overseeing the day-to-day operations of local government entities, ensuring the efficient delivery of services, and implementing policies and programs established by elected officials. The duties and

responsibilities of city/town managers can vary depending on the size of the municipality and the specific needs of the community, but generally include the following:

- Executive Leadership
- Administrative Supervision
- Policy Implementation
- Budgeting and Financial Management
- Human Resource and Personnel Management
- Intergovernmental Relations
- Community Engagement
- Strategic Planning
- Emergency Management
- Legal Compliance

Work Environment: City/town managers typically work in an office environment located within municipal government buildings.

Work Schedule: City/town managers often maintain standard office hours during weekdays, typically from Monday to Friday. But they frequently attend evening meetings, such as city council or town board meetings, committee meetings, public hearings, and community forums.

Career Path/Promotion: City/town managers often explore opportunities for career advancement and professional growth, such as moving into larger municipalities, taking on additional responsibilities, pursuing executive-level positions in local government associations, regional agencies, consulting firms specializing in public sector management, or pursuing career as elected officials.

Education, Training and Certification: A bachelor's degree is the minimum educational requirement for most city manager positions. City managers often engage in continuing education and professional development throughout their careers to stay current on emerging trends, best practices, and legal requirements in public administration and local government management.

Skills and Competencies: Problem solving, leadership, strategic planning. Financial management, policy formulation and implementation, decision making, crisis management

Colorado Salary Averages:

Bottom 10%: \$105,321

Top 10%: \$129,812

Median: \$114,671

Median Salary in U.S.: \$113,502