

## Agency Profile

In 1918, Denver residents voted to create a five-member Board of Water Commissioners and buy the Denver Union Water Company's water system for about \$14 million, creating Denver Water. The five-member Board of Water Commissioners structure is still in existence, governed under the Charter of the City and County of Denver Article X. The utility is a public agency funded by water rates and new tap fees, not taxes.

Today, Denver Water is the largest and oldest water utility in the state. Its service area covers more than 335 square miles, including the City and County of Denver and several suburban distributors. Our customers trust and support our ability to provide clean, safe, great-tasting water — without fail — to a thriving city supported by a healthy environment.

We use the following guiding principles to evaluate all our decisions and purposefully move us toward our vision to be the best water utility in the nation.

**We are customer-centric.** We strive to earn the support and trust of our customers — everyone who pays for our service or uses our water. They are our top priority, and we are motivated to serve them.

**We are industry leaders.** We understand, help develop, implement and share best industry practices. We are forward thinking — we anticipate future trends and look for and responsibly implement progressive solutions. We are adaptable, resilient and experts in our work.

**We take the long-term view.** We weigh the consequences of our decisions and actions against multiple scenarios to preserve future options and the sustainability of our community. We provide the best possible outcome for our customers, as well as future generations.

### Office of Chief Internal Auditor

Internal Audit is an independent and objective assurance and consulting function established within Denver Water by the CEO/Manager of Denver Water and the Board of Water Commissioners .

IA exists to assist Denver Water with the execution of its mission. It does so by evaluating whether adequate and effective risk management, governance, and internal control procedures are in place and are functioning effectively. IA works in close partnership with the CEO/Manager in the execution of its mission.

The term “risk” is defined, for the purposes of this charter, to mean operational, financial, information technology and regulatory/compliance exposures. The term “assurance” is defined as the objective examination of evidence for the purpose of providing an independent assessment of governance, risk management, and control processes for the organization. The term “consulting” is defined as advisory and related client service activities, the nature and scope of which are agreed with the client, that are intended to add value and improve Denver Water's governance, risk management and control processes. Examples include counsel, advice, facilitation and training.

Further, IA helps Denver Water to achieve its objectives by influencing the continuous development of risk management, governance and control procedures; by bringing a systematic and disciplined approach to internal audit work; sharing best practices; working in partnership with management; being respectful of its client's time and the disruption that may be caused by its work; and adding value

through the provision of risk management, governance and control advice. The Office of Internal Audit does not conduct performance audits but focuses on managing risk and ensuring effective controls.

IA's primary scope of work includes determining whether Denver Water's network of risk management, internal control, and governance processes is adequate and functioning in a manner to achieve its goals and objectives.

## **The Position**

The Chief Internal Auditor reports functionally to the Board and administratively (i.e., day to day operations) to the CEO/Manager. The Chief Internal Auditor is responsible for the internal auditing and reviewing of all functions performed in accordance with the Denver Water Internal Audit Charter. The Chief Internal Auditor regularly evaluates departments/divisions of the agency to determine if they are performing in compliance with recommended processes, procedures and business controls. This position maintains and updates auditing procedures as regulated by the Board and regulatory agencies and reports results of the audits conducted. The Chief Internal Auditor oversees and reviews staff work, conducts audit planning and monitors project status.

This is a discretionary position, established under the Charter of the City and County of Denver outside the civil service system. The incumbent in this position serves solely at the pleasure of the Board.

## **Ideal candidate**

The ideal candidate is a highly experienced auditor who understands public-sector environments and who wants to work in a public-service role. Candidates should have a deep understanding of effective business operations and value the opportunity to support a mission-driven organization in the attainment of its goals and objectives. Candidates should be outstanding personal communicators, motivators, and leaders with strong customer service and partnering skills. Candidates must be culturally nimble, adaptable and able to interact with a diverse spectrum of people.

Additionally, candidates will have:

### **Leadership experience**

- A minimum of 10 years professional experience including some management experience.
- Strategic thinker with business-risk awareness and outstanding analytical and problem-solving capabilities.
- Ability to work with cross-functional teams and partner with the business toward continuous improvement.
- Strong written and verbal communication skills to deliver high-quality, actionable feedback to management and to resolve findings and recommendations.
- Strong listening and communication skills with the proven ability to establish relationships of trust with varied constituencies, skills in forging consensus, and the ability to engender trust in ambiguous situations based on integrity, critical thinking and interpersonal skills.
- Demonstrated ability to manage processes to achieve agency goals; proven ability to focus decision-making on relevant points in a highly complex, dynamic and diverse environment.
- Experience in building and managing an effective team and supporting career development of staff members; experience in selecting and managing external contractors to meet business objectives.
- An understanding of public sector and/or public utility business operations and practices preferred.

### **Audit experience**

- Expertise across internal audit, compliance and/or risk management; this can include experience identifying risks and controls within IT systems and/or business process workflows.
- Proven ability to execute projects in an efficient and effective manner
- Hold Certified Public Accountant, or Certified Internal Auditor, or Certified Information Systems Auditor credentials.
- Some experience with overseeing or auditing complex construction projects preferred.

### **Personal qualities**

- Critical thinking.
- Research and analysis.
- Project management.
- High level of personal integrity and the ability to professionally handle confidential matters and exude the appropriate level of judgment and maturity.
- The ability to collaborate across groups, listen and understand, exhibit patience and congeniality, and demonstrate a team ethic.
- Clear and concise communication.
- Negotiation and facilitation.
- Delivering public presentations.

Candidates must have an undergraduate degree from an accredited four-year college or university, preferably in Accounting, Finance or Business Administration or related field; master's degree preferred. Experience in a leadership role in the public or private sectors involving auditing, project management and/or operations reviews is desired. Knowledge of the functions, operations, and politics to providing water service and related public, environmental, and financial issues is highly preferred.

### **To Apply**

Qualified candidates are encouraged to apply by sending their resume, cover letter, and salary requirements to Carolyn McCormick of Peak HR Consulting, LLC at [Carolyn.McCormick@peakhrconsulting.com](mailto:Carolyn.McCormick@peakhrconsulting.com).

Additional information about Denver Water and this position can be found at [denverwater.org](http://denverwater.org).

**Denver Water is an equal opportunity employer. We are dedicated to diversity and encourage all qualified people to apply.**