



Town Administrator Job Description

Job Title: Town Administrator

Reports To: Board of Trustees

Probation Period: 90 days

Supervisory Responsibilities: Yes

Salary Range: \$75,000 - \$110,000

Duties and Responsibilities

- Manages daily operations of the Town including responding to citizen inquiries.
- Prepares an annual budget and monitors expenditures.
- Executes Town policies in areas of personnel, human resources, finance, purchasing, bidding, contracting, safety, investments, information technology, and any other area as directed by the Board of Trustees.
- Ensures legal compliance with all state, county, and local regulations as well as GAAP and audit management recommendations.
- Tracks, maintains, and preserves Town assets.
- Provides hiring recommendations for all department heads, hires all other staff, and serves as the human resource leader for Town employees. Creates and updates job descriptions and salary structures.
- Oversees technology functions such as website creation and maintenance, computer systems, SaaS, networking, and protection of information or delegates tasks to qualified staff.
- Acts as the primary media relations authority for the Town.
- Functions as the liaison with legal counsel and the Colorado Municipal League.
- Develops annual workplans with Town staff that include SMART goals.
- Provides bi-monthly reports for Board of Trustee meetings.
- Reviews Town's welfare plans and state and federal welfare requirements.
- Performs other duties as assigned by the Board of Trustees or as needed to ensure the successful operation of the Town.

Supervision Received

The Town Administrator works under the general supervision of the Board of Trustees. The Town Administrator is formally evaluated annually by the Mayor and Mayor Pro-Tem for performance and achievement of assigned goals and objectives.

Knowledge, Skills, and Abilities

- Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment.
- Ability to conceptualize and operationalize goals and objectives for the Town.

- Ability to analyze complex data.
- Ability to develop relevant plans, programs, and recommendations.
- Ability to lead and motivate staff while providing appropriate supervision.
- Ability to resolve complex problems.
- Ability to effectively communicate in a positive manner with different audiences including elected officials, staff, and the public.
- Knowledge of statutes, bylaws, regulations, codes, policies, and procedures relevant to Town administration.
- Ability to maintain a regular weekly schedule.

Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, or a directly related field AND four years of experience in local government including two years of supervisory experience
OR
Master's degree in Public Administration, Business Administration, or a directly related field and two years of experience in local government including two years of supervisory experience
OR
An equivalent combination of training, education, and experience.
- Effective written and oral communication skills.
- Proficiency with computers including email and Microsoft Office suite.
- Excellent customer service and dispute resolution skills.

Preferred Qualifications

- Advanced computer skills and high level of proficiency with Microsoft Suite of products.
- Experience with cyber security, electronic storage and server management, and Google Suite.
- Experience working for a Colorado municipality.

Physical Requirements

- Ability to stand for moderate periods of time.
- Ability to sit and type to extended periods of time.
- Ability to participate in interpersonal conversation.
- Ability to hear and respond to phone calls.
- Ability to stoop, kneel, crouch, and balance while performing administrative duties or operating office equipment.

Salary Range & Benefits

- \$75,000 - \$110,000 DOE
- 80 hours of Paid Time Off, plus all national holidays.
- Healthcare plan
- Retirement plan
- Life insurance