

TOWN OF GRAND LAKE, COLORADO

TOWN MANAGER

Department/Division: Administration
Work Location: Town Hall, Grand Lake, Colorado
FLSA Status: Exempt
Effective Date:

1. GENERAL STATEMENT OF DUTIES

The position shall be appointed by the Board of Trustees and shall serve at the pleasure of the Board. As the Town Manager this position shall be the chief administrative officer of the Town following Municipal Code, Section 2-7-2.

The town manager is responsible for the general administration and enforcement of regulations, policies, and ordinances of the town and is subject to the directives of the Town Trustees. This position manages, directs, and supervises the daily activities and programs of the Town through the Town's departments, provides professional guidance, leadership and advise to the Town Trustees, develops and maintains quality customer service to the community, and promotes consistency, transparency, and honesty in the Town's actions. In addition, the Town Manager oversees all departments with the exception of the Town Attorney and Municipal Judge.

2. ESSENTIAL DUTIES

The following sections are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Grand Lake retains the right to modify or change the essential and additional functions of the job at any time.

3. ADMINISTRATION

- Direct, manage and implement the goals, programs, policies and priorities established and approved by the Board of Trustees.
- Assist the Board of Trustees in determining strategic long term plans and annual goals for the Town.
- Ensure proper administration and execution of the Grand Lake Municipal Code, enforce all ordinances, resolutions and regulations of the Town, in coordination with the Town Attorney when necessary.
- Identify, develop, pursue, and supervise grant proposals in order to obtain funding for board sanctioned projects; acts as grant administrator where appropriate for grants received and monitor the progress and quality of work.

- Prepare and submit to the Board of Trustees on a bi-weekly basis, or as often as determined by the Board, a Manager's update report and a calendar/schedule of trainings and travel for the Administrative staff.
- Coordinate with the Town Clerk and Mayor in the preparation of the Town's meeting agendas. Inform the Town Trustees of pertinent items on agendas that require particular attention or concern and provide background information on matters being presented to them.
- Maintain a positive, cooperative attitude which displays professionalism, courtesy, expertise, discretion and appropriate tact in all interactions with the Town Trustees, employees, and public.
- Attend meetings of the Town as directed including meetings of commissions and committees as established by or appointed by the Board of Trustees and meetings of non-town entities as directed by the Board of Trustees.
- Negotiate contracts, agreements and oversees professional and consulting services agreements entered into by the Town, including engineering, architectural, financial and legal agreements. The Manager is authorized to sign contracts on behalf of the Town after an affirmative vote of the Board of Trustees, the Manager will monitor the administration of terms and conditions of all contracts or agreements with the Town and upon knowledge of any violation thereof, report the same to the Board of Trustees.
- In cooperation with the Town Treasurer, Finance Committee, and the Board of Trustees, the Town Manager shall prepare and submit a proposed annual budget to the Board of Trustees for their consideration in compliance with the Colorado State Budget Laws and after its adoption shall be responsible and accountable for the proper administration of the budget.

4. MANAGEMENT

- Provide leadership and direction to Town Department Heads to facilitate achievement of the Town's goals and objectives as outlined by the Board of Trustees. Assure staff cross-training, professional and technical development.
- Supervise and manage the activities of the departments by assessing and monitoring work load, holding regular staff meetings, monitoring expenditures of annual departmental budgets, and by developing and encouraging internal relationships to identify opportunities for operational and managerial improvements for the delivery of Town services. Serves as Personnel Officer and administrator of the Town's personnel policy.
- Recruit and screen applicants for department head and staff positions and recommends appropriate appointments or dismissals for said positions in conjunction and consultation with the Board of Trustees.

- Acts as the Purchasing Agent by overseeing and approving major purchases of goods and services as prescribed in the annual budget of the Town as adopted by the Board of Trustees.
- Provide managerial management for initiatives related to economic development; historic preservation; downtown renewal and capital projects; exercises general supervision over public property under the jurisdiction of the Town.
- Oversee ordinances /resolutions /proclamations for adoption by the Board of Trustees.
- Assume all other duties the Mayor and the Board of Trustees may assign.

5. COMMUNITY INVOLVEMENT

- Represent the Town in meetings with representatives from other jurisdictions, private industry, and members of the public to acting in the Town's best interest to resolve issues, negotiate agreements, and study potential changes which impact the Town, respond to citizen concerns directly by gathering facts, determining solutions or referring to appropriate staff for corrective action.
- Oversee the Town's marketing and public relations efforts and programs including supervision of marketing and advertising contracts and contractors. Act as the Town's liaison with the business community and oversee the Town's marketing and advertising budget and expenditures.
- Supervise the development and dissemination of public information, including the Town Newsletter.
- Serve as principal public relations, public information, and as principal intergovernmental affairs officer of the Town.

6. REPORTING RELATIONSHIPS

Supervision Received:

- General direction is provided by the Board of Trustees through the Mayor or other Board designated Trustee.

Supervision Exercised:

- Provide direct and indirect supervision through subordinate supervisors of all positions, employees and functions with the Town of Grand Lake. Provides broad direction, oversees policy and procedure standards, evaluates performance, direct reports, and program operations. Position is responsible for decision making and resolution of difficult, complex, and pervasive issues regarding policy, personnel and citizen issues.

7. KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

- A minimum of a Bachelor's Degree in public administration or other related field is required, along with managerial experience.

Special Qualifications:

- Grant writing, rural town planning, and economic development experience is preferred.

Knowledge of:

- Organization services and community resources.
- Colorado Law as applicable to the operations, functions, policies, and procedures of statutory Colorado Municipalities.
- Principles, practices and techniques of public administration.
- Organization management and supervision.
- Development, subdivision and building permit plan review and zoning, zoning and land use regulation and general code enforcement.
- Project planning and implementation.
- Knowledge of Federal and State Employment Law.
- Understanding of Colorado water issues.
- Knowledge of governmental accounting practices, financial reporting and budgeting.
- Knowledge of grant opportunities for the benefit of Town.
- Operation of personal computers and related equipment and software.
- Municipal comprehensive plan development, promotion, and means to help implement.

Ability to:

- Establish and maintain effective working relationships with the Board of Trustees, employees, representatives of other agencies and organizations, and members of the community.
- Maintain composure under difficult situations, control sensitive and confidential information.
- Achieve and maintain intergovernmental cooperation between the Town and other governmental and non-governmental entities.
- Work closely with County, State and Federal agencies.
- Express ideas clearly and concisely both verbally and in writing.

8. EQUIPMENT USED

Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, and fax.

9. WORK ENVIRONMENT

Work is primarily conducted indoors with occasional travel to external meetings and site visits. Incumbent experiences routine exposures and hazards of a typical office environment including driving and walking in adverse conditions.

10. PHYSICAL AND OTHER REQUIREMENTS

- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Requires the ability to sit and perform administrative and computer work for significant periods of time.
- May involve the ability to move up to 25 pounds.
- Some walking on uneven terrain in high altitude.
- Incumbent is frequently required to work after normal work hours to attend governmental meetings and municipal functions.
- Must hold a valid Colorado Drivers License within 30 days.

Need to ask Attorney Krob about wording for ADA requirements and accommodations.