



## MEMORANDUM

Meeting Date: 1/13/2025

To: Town of Grand Lake Board of Trustees  
From: Steve Kudron, Town Manager

**Re: Planner Staff Opening**

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As a result of the resignation of the Town Treasurer, staff have prepared options for consideration of the Treasurer's office moving forward.

Currently, the Town employs a full-time treasurer and a part-time bookkeeper who also manages STR compliance and licenses in the finance department. A current Treasurer job description has been prepared and approved by Mountain States Employers Council a copy of which is available for review. The position will be posted for 30 days and should there be qualified candidates, we can interview and make a hire at the beginning of March.

In the interim, the Board may choose to direct staff to hire through a placement service such as Robert Half, a qualified treasury accountant who can help the department in the interim. This would allow Town's regular financial responsibilities continue without interruption.

Alternatively, the Town can consider expanding our bookkeeper role to add some but not all the current Treasurer duties. The other duties could then be fulfilled by a contract accountant that specializes in municipal government finance. This option could provide continuity in the finance office and costs would fluctuate based on the Town's demand at the time. A request for qualifications will be issued to fulfill this role.

The Board should consider alternatives and direct staff further.  
Treasurer job description and RFQ are for your review.