



Position: Town Mayor, Board of Trustees

Reports To: Citizens of Town

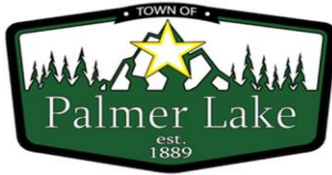
Classification: n/a

Salary Range: n/a

Definition: This position possesses all legislative powers granted by state law and shall represent constituents to make policy decisions and budget for the execution of such policies.

General Statement of Duties: This position requires most work to be conducted in a public meeting with the following responsibilities:

- Regularly attend and Chair Town Board meetings
- Review authorized body proceedings (Parks, Planning, Board of Adjustment, any advisory committees)
- Familiarize with Colorado Revised Statutes
- Familiarize with municipal code of ordinances
- Tracking current legislative proposed bills to bring awareness of the impact of said measures to the Town
- Develop general understanding of municipal government
- Intergovernmental participation (i.e., outside agency involvement)
- Develop relationships at the county level facilitating awareness of the needs of Palmer Lake while representing the town's interests
- Regularly attend County Commission meetings, Pikes Peak Area of Government meetings, County Board of Health meetings, representing Palmer Lake
- Develop relationships at the state level facilitating awareness of the needs of Palmer Lake while representing the town's interests
- Interpersonal communication and representation - consistent presence at ribbon cuttings, business openings, school events, festivals, and other community events
- Monthly Mayor's message - 12 per year
- Be available and responsive to public members with Town office hours, personal appointments, telephone, and email
- Act with integrity and consistency representing the Town
- Hold fellow Board members accountable to Board rules of conduct
- Be dedicated to the interests of citizens and community as a whole
- Be a good listener and open to thoughts and ideas of others including staff and citizens
- Work cooperatively with others
- Assist with confirming annual re-appointment of town officials
- Review meeting material prior to a public meeting
- Engage in discussion and vote on required action items
- Oversee the Town Administrator's execution of policy and annually review performance

**Education/Training Qualifications:**

- Be a citizen of U.S.
- Be registered to vote
- Be at least 18 years of age on date of election
- Have resided in Town at least 12 consecutive months prior to election

Notice:

All qualified applicants will receive consideration for employment without regard to ancestry, color, creed, gender variance, genetic characteristics, immigration status, marital status, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, source of income, age, or pregnancy.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Sunshine Law Notice:

Résumés and all application materials will be kept confidential until finalists are announced. The full record of finalists will be subject to public disclosure no later than 14 days prior to an offer of employment, as per Colorado Statute 24-6-402 (3.5).

BOT 2-2025