



TOWN ADMINISTRATOR

Annual Salary:

\$130,000–\$160,000 DOE/DOQ

Palmer Lake, Colorado



Are you an experienced, visible, hands-on municipal leader with a collaborative leadership style? If so, apply to be Palmer Lake's next Town Administrator!

We're looking for an exceptional professional who can:

- Lead with transparency and has a commitment to community engagement
- Oversee municipal operations with fiscal discipline and long-term vision
- Build trust through active listening and responsiveness to boards, residents, businesses, and staff

The Town of Palmer Lake, a scenic mountain community with small-town character and big opportunities, is seeking a leader ready to balance preservation with thoughtful growth. Join us in shaping the future of this unique Colorado town.

ABOUT THE COMMUNITY

Nestled at the base of the Rocky Mountains between Denver and Colorado Springs, the Town of Palmer Lake is a close-knit community of approximately 2,635 residents. Known for its stunning natural setting and small-town character, Palmer Lake offers abundant recreational opportunities and an excellent school system.

The Town of Palmer Lake is known for its historic preservation, outdoor recreation opportunities, and strong sense of community pride. Balancing growth with preservation is a key priority, as the Town looks to the future while honoring its heritage

The town values its close-knit atmosphere while benefiting from proximity to major urban amenities in Denver and Colorado Springs. Palmer Lake is a community that encourages involvement, volunteerism, and collaboration in shaping its future.

History



Community Links



POPULATION
2,635



MEDIAN HOUSEHOLD INCOME
\$122,85



MEDIAN HOME VALUE
\$454,000
AVERAGE MONTHLY RENT
\$1,600

GOVERNANCE & ORGANIZATION

Palmer Lake operates under a statutory town governance system. The Mayor and six Trustees are elected at-large and set policy direction for the Town. The Town Board appoints the Town Administrator to oversee daily operations and implement policy.

The Town provides a full range of services, including:

- Police
- Fire/EMS
- Public Works (Roads & Parks)
- Water
- Administration and Finance





ABOUT THE JOB

The Town Administrator is the chief administrative officer of Palmer Lake, charged with implementing policy directives of the Town Board of Trustees and ensuring effective service delivery.

The Town Administrator oversees Police, Fire, Water, Public Works (Roads & Parks), and Administration. Reporting directly to the Town Board, the Town Administrator will:

- Manage daily operations and supervise the management team
- Oversee budget planning, financial management, and capital projects
- Coordinate land use and zoning applications, planning processes, and intergovernmental relations
- Establish performance goals with the Town Board within the first six months
- Build strong relationships with the Board, staff, and community

This role requires a leader who is both strategic and hands-on, guiding Palmer Lake into its next chapter of community and organizational development.

DIVISIONS WITHIN THE TOWN

- Police
- Fire
- Public Works / Parks
- Water
- Administration & Finance

ORGANIZATION QUICKFACTS



EMPLOYEES

~40



BUDGET

\$7.77
MILLION

KEY PROJECTS FOR 2026

- Develop a Strategic Plan for the community
- Review water and infrastructure needs
- Continue code review and development
- Advance long-term financial strategy and budget planning
- Complete capital improvements (roads, water, parks)
- Strengthen intergovernmental coordination and partnerships
- Support land use and zoning processes
- Expand community engagement

THE IDEAL CANDIDATE

The Town seeks a visible, hands-on municipal leader with integrity and ethics. The ideal candidate will demonstrate a collaborative leadership style and the ability to listen and learn before taking action. They will be approachable, transparent, and responsive to boards, residents, businesses, and stakeholders.

The successful candidate will bring deep knowledge of municipal operations, finance, planning, and intergovernmental relations. Strong communication, interpersonal, and problem-solving skills are essential, along with the ability to work effectively under pressure. The new Town Administrator will be skilled at public relations and have the ability to stand firm when necessary.

This leader will balance historic preservation with sustainable growth, foster professional development among staff, and strengthen community trust. A sense of community pride and commitment to service will define Palmer Lake's next Town Administrator.



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in Public Administration or related field
- Minimum of three years as a Town Administrator/Town Manager or executive-level local government leader
- Knowledge of Colorado fiscal and municipal law, including GASB, TABOR, CGIA, Gallagher, CORA, and Sunshine Law
- Valid driver's license with acceptable driving record

Preferred:

- Experience with capital project planning, economic development, and intergovernmental relations
- Demonstrated success in professionalizing small-town municipal operations
- Residency in Palmer Lake

SALARY & BENEFITS

- **Compensation:** \$130,000 – \$160,000 DOE/DOQ
- **Health Benefits:** Comprehensive medical, dental, and vision coverage with multiple plan options. Premiums for employees are largely covered by the Town; dependents are offered at group policy rates.
- **Paid Leave:** Includes vacation, sick leave, and paid holidays annually. Accrual increases with tenure.
- **Life Insurance**
- **Retirement:** Participation in the Colorado retirement plan with Town contributions.
- **Additional Perks:**
 - ◆ Professional development and training opportunities
 - ◆ Scenic small-town lifestyle with proximity to Denver and Colorado Springs
 - ◆ Opportunity to shape the Town's governance and growth strategy



HOW TO APPLY

Apply Here



For more information on this position, contact:

Marsha Reed, Senior Vice President

marshareed@governmentresource.com | 806-789-9641

The Town of Palmer Lake is an Equal Opportunity Employer. Applicants selected as finalists will undergo a comprehensive background check.