



Position: Town Board of Trustee Member

Reports To: Citizens of Town

Classification: n/a

Salary Range: n/a

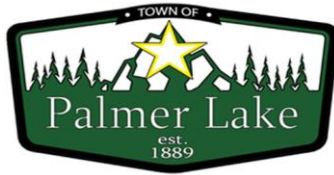
Definition: This position possesses all legislative powers granted by state law and shall represent constituents to make policy decisions and budget for the execution of such policies.

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

- Regularly attend 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
- Develop general understanding of municipal government
- Develop understanding of municipal budget, participate in the budget process
- Willingness to learn
- Act with integrity and consistency representing the Town
- 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
- Be willing to work cooperatively with others
- Review meeting material prior to a public meeting
- Engage in discussion and vote on required action items
- Be courteous and respectful of fellow Board members
- Support the decisions of the Board publicly once decisions are made
- Intergovernmental participation (i.e., outside involvement)
- 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