



**Press Release**

April 25, 2008

Contact: Jan Schmidt, Acting City Administrator  
Chuck Rose, Mayor

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**For Immediate Release**

**CITY ADMINISTRATOR RESIGNS**

*Salida, Colorado.* The Mayor and Council members of the City of Salida accepted the resignation of City Administrator Steve Golnar during a special meeting of the Council held on April 24<sup>th</sup>. The Mayor and members of Council expressed their appreciation for Mr. Golnar's service to the City. Effective immediately, Finance Director Jan Schmidt was named Acting City Administrator. A search committee is being formed to identify and evaluate candidates for Mr. Golnar's replacement.



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**CITY SEEKS LOCAL APPLICANTS FOR NEW CITY ADMINISTRATOR**

*Salida, Colorado.* The City of Salida is encouraging qualified local residents interested in public service to apply for the City Administrator position. Following the resignation of Steve Golnar, City Council members are forming a search committee and targeting a July start date for a new City Administrator. Council members emphasized an interest in local applicants for the position. "It is important for this community that we hire someone who understands local issues. We hope to find qualified candidates who are already living here in our area," stated Mayor Chuck Rose.

The City Administrator is responsible for directing and coordinating all municipal activities and serves as the chief administrative officer of the City. To perform this job successfully, the individual must have considerable knowledge of municipal codes and other regulations applicable to city government. Excellent planning, organizing, management, verbal and written communication skills are also essential. Some specific job duties include the following:

- Plan, organize and define the organization of city administration to ensure the coordinated and efficient effort across all departments to meet goals and objectives established by council and other governing boards and commissions.
- Represent the city with other government agencies and officials.
- Develop and implement administrative policies, rules, regulations and procedures.
- Review rate studies and make appropriate recommendations for rate changes to council.
- Participate in meetings of the city council and other governing boards and commissions.
- Develop long and short-range goals and oversee their implementation.
- Oversee matters involving public financing, audits, grants, elections, water and sewer service, infrastructure maintenance and improvements, public safety, development applications, easements, franchise agreements, human resources, contract negotiations and various other city activities.

A complete job description will be available on the city's website next week.