



**WORK SESSION OF THE CITY COUNCIL**

448 E. 1<sup>st</sup> Street, Room 190

Salida, Colorado 81201

Monday, July 1, 2019 – 6:00PM

**AGENDA**

1. Vandaveer Trail Access – SPOT/Donna Rhoads
2. City Administrator Job Description – Nina Williams
3. Salida Hot Springs Aquatic Center Soaking Pools Update – Drew Nelson
4. Colorado Municipal League Meeting Recap – City Council

*Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the Deputy City Clerk at 448 E. 1<sup>st</sup> Street, Ste. 112, Salida, CO 81201, Ph.719-530-2630 at least 48 hours in advance.*

**SPOT Update to City Council (Work Session)**  
**July 1, 2019**

**A. Completed Projects**

1. Scott St (Signs)
2. Two Rivers (Finishing touches)
3. Memorial Benches
4. Ecological Learning Center Trail

**B. Current Projects**

1. Valley View School
2. CR 140 Trail (CR 144 to Salida/County Airport)
3. Vandaveer Trails
  - Culvert over CR 107 ditch (Lori Lau & ditch owners)
  - Opal & Harold Trail to connect to SMT Trails

**C. Future Projects**

1. Hwy 50 connections to Vandaveer: Car Quest and Palmer Street
2. CR 105 (Two Rivers to Hwy 50?)
3. WW Treatment Plant Bridge
4. Trail Extension along Holman Ave (Monarch Spur to Centennial Park)
5. Trail connectivity throughout the City

**D. Trails Master Plan update (County wide)**

Chaffee County Trails Master Plan (up-date 2003)

CPW Planning Grant (Colorado the Beautiful) (Due August 1, 2019)

Chaffee County, Salida, Poncha Springs, Buena Vista

Chaffee County Transportation Advisory Board (TAB)

Salida-area Parks, Open-space & Trails (SPOT)

The Chaffee County Trails Master Plan will provide jurisdictional agencies with a comprehensive planning tool for the development of the trail systems in Chaffee County, Colorado. This plan will supplement the municipal Comprehensive Plans and assist agencies, groups and individuals with objectives and maps to guide future trail development in the county.

Utilizing the data and outcomes from:

- 2018 CPW, CtB Recreation in Balance (Envision)
- 2019 Salida Parks, Recreation, Open-space & Trails Plan (PROST)
- 2019 Chaffee County Comprehensive Plan Up-date

City Letter of Support?

## **Salida Municipal Code**

### **Sec. 2-3-70. - City Administrator.**

- (a) The City Council shall appoint a City Administrator who shall serve at the pleasure of the City Council and who may be suspended or removed from office upon a majority vote of all the members of the City Council. The purpose of the office of the City Administrator is to provide the centralization of the administrative responsibilities of the City, with the City Administrator to be the administrative head of the City government under the direction and control of the Mayor and City Council and to be responsible to the Mayor and City Council for the efficient conduct of his or her office. The City Administrator shall have such authority and perform such duties as provided in this Code, the City Personnel Manual, and as otherwise delegated or assigned to the City Administrator by the City Council.
  
- (b) The City Administrator is the personnel director of the City and is charged with establishing appropriate personnel rules and regulations in compliance with state and federal laws, subject to the approval of the City Council. As the chief administrative officer, the City Administrator shall have the responsibility and authority to appoint, supervise and discharge all non-elected department heads and employees, excepting the City Attorney, the Municipal Prosecutor, and the Municipal Judge, who shall be appointed and removed from office by a majority vote of all of the members of the City Council.
  
- (c) The City Council, by majority vote of members present, shall appoint a department head of the City to serve as Acting City Administrator during the temporary disability or absence from the City of the City Administrator. Such nominee shall perform all the duties and exercise all of the powers of the City Administrator and shall receive such compensation therefor as specifically authorized by the City Council. In the event of a vacancy in the office of City Administrator, an interim appointment shall be made by the City Council within thirty (30) days, and a new administrator shall be appointed as soon thereafter as reasonably possible.



## Job Description

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**Department:** Administration                      **Exempt**  
**Job Title:** City Administrator                      **Job Level:** \_\_\_\_10\_\_\_\_  
**Reports to:** City Council  
**Date job description last revised:** August 2008

### **GENERAL DESCRIPTION OF DUTIES:**

Highly visible role for a community leader who is responsible for the administrative and managerial work in serving as the Chief Administrative Officer of the City. The position is responsible for preparation and coordination of all aspects of the City's finances, personnel, management, and construction projects and for carrying out the policies of the City Council.

### **REPORTING RELATIONSHIPS:**

Directs and coordinates the activities of all departments, department heads and employees of the City. Position is responsible to the City Council for all affairs of the City placed at the Administrator's charge under the general guidance and direction of the City Council and subject to annual evaluations.

### **ESSENTIAL DUTIES:**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Plans, organizes and defines 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.
- Provides direction and support to Department Heads.
- Actively participates in City Council meetings. Informs the Mayor and Council of pertinent items on the agenda, which require their particular attention and concern. Provides background data on matters coming before the Mayor and Council.
- Oversees the development and dissemination of public information. Responds to public inquiries, complaints and concerns in a tactful, timely and respectful manner.
- Seeks, writes, and administers grants for various city projects.
- Enforces ordinances, policies, rules and regulations adopted by the City Council.
- Oversees and ensures the City's adherence to all statutory requirements.
- Develops and implements administrative policies, rules, regulations and procedures.
- Works with the City Attorney and all other attorneys in any legal issues involving the City.

- Researches and prepares varied projects and reports; presents findings and makes recommendations to the city council for solving administrative problems and for development and implementation of new or special administrative programs; assures that programs are implemented and evaluated.
- Manages, directs and develops systems for long-range planning and prioritization and completion of projects and programs. Works closely with departments to assure the success of City goals and objectives.
- Represents the City of Salida at meetings with Federal, State and other local government officials. As directed by council, acts as City spokesperson in the absence of the Mayor or Council.
- Attends a wide variety of professional and public meetings to represent the City; explains and interprets policies, procedures, and/or functions of departments at these meetings; makes presentations of special assigned projects.
- With council approval, participates in a variety of boards and commissions: attends and participates in professional groups and committees.
- Researches, prepares and documents informational studies or responses to inquiries from a variety of sources; compiles and tabulates data to prepare reports.
- Monitors pending federal and state legislation affecting municipal governments, secures policy direction from the Mayor and Council and communicates to legislators. Provides a liaison with the Colorado Municipal League.
- Responsible for the administration of the City's personnel system.
- Responsible for all department head performance evaluations. Administers disciplinary action in the form of suspension or dismissal as defined by the City personnel policies.
- Oversees all aspects of public projects and contracts.
- In conjunction with the Finance Director, oversees the administration of the annual budget.
- Performs related duties as assigned by City Council.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive and thorough knowledge of:

- Modern practices and principles of public administration,
- Research methods and practices, sources and availability of information,
- Modern municipal public finance administration and practices,
- Fiscal and other laws specific to Colorado, such as GASB, TABOR and the Sunshine Law.
- Understands risk management and insurance issues,
- Employment laws, such as FLSA, HIPPA, COBRA, Workers Comp, Unemployment, Family Medical Leave Act.
- Federal, state, and local laws and ordinances regulating city financial and environmental operations.

Skills in:

- Preparing and presenting written and oral reports.

- Communicating effectively with a wide variety of people, including city council, department heads, employees, representatives of other governmental agencies by building collaborative relationships.
- Delegating work to staff and assuring completion of said work.
- Use of desktop and/or laptop/notebook computer with e-mail, standard word processing and spreadsheet software, fax machine, writing utensils, calculator, desk calendar/appointment book or scheduling software, and cell phone/telephone with voice mail.

Ability to:

- Plan and coordinate a variety of problem-solving and fact-finding projects.
- Explain and interpret City policies, procedures and functions.
- Establish realistic goals and priorities and attain them.
- Maintain effective working relationships with the public, media, council, employees and citizens.
- Learn and retain technical and complex information, terminology, policies and procedures.
- Maintain composure under difficult situations.
- Build teams to foster cooperative relationships.
- Manage projects from inception to completion.
- Communicate with personnel and the public in a tactful, courteous and respectful manner in face-to-face, one-on-one settings, group settings, by telephone and in writing.
- Prepare and make oral and written presentations with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Proactively seeks to improve service delivery.
- Work well independently and with others to establish and attain objectives.
- Work safely without presenting a direct threat to self or others.
- Ensure accountability within the organization.

### **EDUCATION AND EXPERIENCE:**

Education: Graduation from an accredited college or university with an with Master's degree in public administration or business administration and more than five years' management experience; or

a Bachelor's degree with a minimum of ten years' management experience.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Essential duties include exposure to a variety of work areas, including extended periods of sitting and use of standard desktop office equipment; exposure to differing exterior and interior environments.

Physical activities required to perform essential duties include hearing conversation and traffic, speaking in an understandable voice, visual acuity sufficient to safely operate passenger vehicles in traffic, office machines, review work products, strength and manual dexterity to file and

retrieve files, reach, handle and grasp standard office equipment requiring continuous or repetitive arm-hand movements; standing or bending to perform filing, occasional lifting and carrying of objects no heavier than 50 pounds.

Position requires extensive travel to off-site locations for meetings, appointments, conferences and training. Must possess a valid driver's license and have an acceptable driving record.

## **Idaho Springs (statutory city)**

### **Municipal Code Sec. 2-53. - City Administrator.**

- (A) The City Administrator shall be an officer of the City who shall be selected and appointed by the City Council pursuant to Section 2-4 above, solely on the basis of professional experience and qualifications.
- (B) The City Administrator shall be the chief administrative officer of the City, and shall have and exercise managerial and supervisory authority over the administrative secretaries, the Building Official, the City Planner, the Municipal Court Clerk and any other persons employed as members of the Administration Department.
- (C) The City Administrator shall be directly responsible to the Mayor for day-to-day operations and to the City Council in matters of policy and for the efficient and effective performance of the duties and responsibilities assigned to the Administration Department in Subsection 2-51(B) above.
- (D) The City Administrator shall have the power and authority to hire, discipline and terminate the employment of all employees of the Administration Department other than the Building Official or City Planner; provided, however, that the City Council may countermand or set aside any personnel action taken by the City Administrator at any time.
- (E) In addition to discharging the responsibilities imposed upon the City Administrator by Subsections (B) and (C) above, the City Administrator shall perform the following:
  - (1) Attend all scheduled Council meetings and work sessions, participate in discussions and make recommendations to City Council. Provide administrative updates for all Council meetings.
  - (2) Ensure the implementation of City Council policies and directives.
  - (3) Prepare and recommend an annual budget to the Council.
  - (4) File Approved Budget and Certification of Mil Levy with DOLA and state as required.
  - (5) In cooperation with the City Treasurer, monitor budgetary and fiscal control through accepted fiscal and accounting procedures including familiarity with financial software and training.
  - (6) Monitor to insure compliance with the City's Purchasing Policy.
  - (7) Ensure that all department heads are performing employee performance measurements and that these are incorporated into the budget planning process.
  - (8) Oversee Human Resources activities for the City in cooperation with department heads. Serve as support to Personnel Review Board and



Administrative Committees. Maintain confidential personnel files. Informs permanent/full time employees of available benefits.

- (9) Responsible for oversight of the City's insurance coverage for property casualty and workers compensation, annual renewal and claims reporting and all correspondence regarding such.
- (10) Serve as safety coordinator.
- (11) Maintain the employee handbook; recommend updates to the City Council for adoption.
- (12) Attend appropriate meetings of organizations whose activities may affect the operation of the City. Provide the City Council with updates of these organizational activities.
- (13) Coordinate Public Relations activities for the City. Duties include but are not limited to performing citizen outreach and intergovernmental relations activities for the City and providing liaison with various intergovernmental agencies, civic groups, and the public.
- (14) Coordinate staff support to City Council, including composing and editing correspondence, informational surveys, reports studies, scheduling appointments, researching records and investigations.
- (15) Supervise City Planner, Code Compliance Officer and Deputy Treasurer. Serve as primary contact with the Building Official, Attorney and any other professional service contractor engaged by the City. Research and advise the Council on grants and other financial techniques and strategies.
- (16) Write grant applications. Administer grants, if funded, in accordance with contracting agency. Monitor that grant projects are done within the scope of services and in a timely manner.
- (17) Assist with special projects and studies when necessary.
- (18) Develop, review, implement and update various City guidelines and plans in conjunction with other departments and the City Council. This includes bi-annual compensation plan, 5-year capital improvement plan, etc.
- (19) Monitor water rights with attorney. Responsible for billing water leases payments.
- (20) Other duties as may be required by the ordinances of the City.
- (21) Perform any additional duties as directed by the Mayor or City Council.

## **Town of Parker**

### **Municipal Code section 2.03.020 - Town Administrator; functions and duties.**

- (a) The Town Council, pursuant to Section 4.4 of the Charter, hereby creates the position of Town Administrator.
- (b) The Town Administrator shall in general have the following functions and duties:
  - (1) Enforce the laws and ordinances of the Town.
  - (2) Appoint, suspend, transfer and remove all employees of the Town subject to the personnel regulations of the Town adopted by the Town Council.
  - (3) Prepare a proposed budget annually and submit it to the Town Council, and be responsible for the administration of the budget after its adoption.
  - (4) Prepare and submit to the Town Council as of the end of the fiscal year a complete report on finances and administrative activities of the Town for the preceding year and, upon request of the Town Council, make written or verbal reports at any time concerning the affairs of the Town under his or her supervision.
  - (5) Keep the Town Council advised of the financial condition and future needs of the Town, and make such recommendations to the Town Council as he or she may deem necessary or expedient. He or she shall cause to be provided to the Town Council a monthly statement and a quarterly statement summarizing the revenues and expenditures of the Town to date and contrasting the same with the approved budget for that fiscal year.
  - (6) Exercise supervision and control over all administrative departments, and recommend to the Town Council any proposal he or she thinks advisable to establish, consolidate or abolish administrative departments.
  - (7) Enforce all terms and conditions imposed in favor of the Town and its inhabitants in any contract or public utility franchise, and upon knowledge of any violation thereof, report same to the Town Council for such action and proceedings as may be necessary to enforce the same.
  - (8) Attend Town Council meetings.
  - (9) Establish a system of accounting and auditing for the Town.
  - (10) Act as a purchasing agent for the Town.
  - (11) Obtain engineering, architectural, maintenance, construction and work equipment services required by the Town.
  - (12) Approve license agreements for use of Town-owned property, in the form and with the content approved by the Town Attorney.

- (13) Perform such other duties as may be prescribed by ordinance or by the Town Council.
- (c) Neither the Mayor nor any member of the Town Council shall be appointed Town Administrator during the term of office for which he or she has been elected or appointed, or within one (1) year after the expiration of the term of office of Mayor or Town Councilmember.
- (d) The Town Administrator shall have the following qualifications:
  - (1) The Town Administrator shall be selected solely on the basis of administrative qualifications with special reference to training and experience.
  - (2) The entire time and business interest of the Town Administrator shall be devoted to the management of the Town's affairs, and the Town Administrator shall not, while in office, be an employee of, or perform any executive duty for any person, firm, corporation or institution other than the Town except where approved by Council.
- (e) The Town Administrator shall have the following additional functions and duties:
  - (1) To coordinate the administration and enforcement of all laws and ordinances of the Town, save and except to the extent that the administration of such enforcement is confided to other Town officials by law or by ordinance.
  - (2) To be responsible to the Council for the administration of all departments and offices of the Town, save and except the Municipal Court and the Town Attorney.
  - (3) To issue such administrative regulations and outline such general administrative procedures applicable to areas and departments confided to the Town Administrator's supervision, in the form of rules which are not in conflict with the Town Charter, the personnel regulations of the Town and the laws of the State or the ordinances of the Town.
  - (4) To keep the Council fully informed as to the financial condition and future needs of the Town.
  - (5) To recommend to the Council for adoption such measures, resolutions, acts and policies as the Town Administrator may deem necessary or desirable for the efficient and proper operation of the Town and the performance of its functions.
  - (6) To supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget; let contracts necessary for operation or maintenance of Town services for amounts up to and including one hundred thousand dollars (\$100,000.00), receive sealed bids for purchases or contracts not in excess of one hundred thousand dollars (\$100,000.00). No purchase shall be made, contract let or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by the

Council. No contract in excess of one hundred thousand dollars (\$100,000.00) shall be let except by the Town Council. The Town Administrator may issue such rules governing purchasing policies within the administrative organization as the Council shall approve.

- (7) To coordinate the activities of the various boards, commissions and committees of the Town with the activities and policies of the Council.
- (8) To cause full and complete records to be kept of the governmental, proprietary and financial business of the Town, including the maintenance of a system of accounts of the Town which shall conform to any uniform system required by the Town Council and to generally accepted principles and procedures of governmental accounting. The Town Administrator shall submit financial statements to the Town Council quarterly, or more often as the Town Council directs.
- (9) To prepare and submit to the Council an annual report of the Town's affairs, including a summary of the activities of each department.
- (10) To propose for adoption by the Council, at any time or from time to time, a plan of administrative organization of the Town government, which plan shall be adopted by the Council by resolution or ordinance.
- (11) To prepare and submit to the Council such reports as may be required by that body.
- (12) To establish, by regulation, fees up to and including one thousand dollars (\$1,000.00) to be charged for Town services which are not services generally provided by the Town unless such fees are otherwise set by ordinance or resolution adopted by the Town Council.
- (13) To sell surplus Town property, without Town Council approval, when the estimated value of the item is less than five thousand dollars (\$5,000.00).
- (14) To give to the proper department or officials ample notice of the expiration or termination of any franchises, contracts or agreements.
- (15) To see that all terms and conditions imposed in favor of the Town or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed.
- (16) To exercise and perform all administrative functions of the Town that are not imposed by the Charter or this Article upon some other official. Notwithstanding any other provisions in the Charter to the contrary, the Town Administrator may, in the event of an emergency, exercise complete administrative authority over any department, department head or Town employee and all Town-owned property. The Town Administrator shall determine when such emergency exists. It is the intent of this Paragraph to delegate to the Town Administrator the authority within Sections 15.14 and 15.15 of the Charter to provide for the

continuity of government and to provide for the necessary organization, powers and authority to enable the timely and effective use of all available Town resources to prepare for, respond to and recover from civil emergencies, emergencies or local disasters. It is also intended to grant as broad a power as permitted within the letter of the Charter and the Town Council-Town Administrator form of government, including but not limited to, upon the declaration of an emergency, the authority to establish a curfew, order an evacuation, regulate distribution of food and water, close businesses, limit sales of alcohol, firearms and explosives, close streets, buildings and transportation routes, commandeer private property, appropriate funds, temporarily close governmental offices, including the Municipal Court, in the event that conducting court operations is not practical or prudent, and issue any order believed necessary to protect the Town. The Town Council retains the power to direct the Town Administrator during the pendency of a declaration.

- (17) To adhere to any policies established by the Town Council concerning contacts with the media and release of information under the Colorado Public Open Records Act.
  - (18) To perform such other functions and duties as may be prescribed by Charter or ordinance or resolution of the Council.
- (f) The Town Administrator is authorized to delegate the following:
- (1) The Town Administrator shall have the authority to delegate to a deputy or assistant appointed by the Town Administrator, to the heads of departments or to other officers or employees designated by the Town Administrator, such part of the power and authority vested in the Town Administrator by this Section as the Town Administrator shall deem necessary and proper, at any time and from time to time.
  - (2) The Town Administrator shall have the further authority to delegate any power, jurisdiction or authority vested by Town ordinance or by law in a Town officer subordinate to the Town Administrator, to the deputy or assistant or to other officers or employees designated by the Town Administrator, at any time and from time to time.
- (g) The relationship of the Council to the Town Administrator is as follows:
- (1) To recommend to the Town Council for adoption such measures as the Town Administrator may deem necessary or expedient; and to attend Council meetings with the right to take part in discussions but not to vote.
  - (2) The Council and its members shall deal with that portion of the administrative service for which the Town Administrator is responsible solely through the Town Administrator, and neither the Council nor any member thereof shall give orders to any subordinate officer or employee of the Town either publicly or privately. *Administrative service* means and includes every department, officer, function

and service for which or for whom the Town Administrator is responsible under the provisions of this Section.

- (3) Neither the Town Council nor any of its members shall direct or request the appointment of any person to, or removal from, office by the Town Administrator or any of the Town Administrator's subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative services of the Town. Except for the purpose of inquiry, the Town Council and its members shall deal with the administrative service solely through the Town Administrator and neither the Town Council nor any member thereof shall give orders to any subordinates of the Town Administrator, either publicly or privately.
- (4) Directives issued by the Council concerning policies or operations of the Council affecting the administrative service of the Town or directing the Town Administrator in the administration of the government of the Town shall be made so as to direct the Town Administrator to accomplish the desired purposes, objectives or action. A majority of Council shall direct the Town Administrator to accomplish specific desired purposes, objectives or action, and not individual Councilmembers.

## Wheat Ridge

### Municipal Code Sec. 2-26. - Duties of city manager.

- (b) The duties of the city manager shall include, but not be limited to, the following:
- (1) Be responsible for the enforcement of the laws and ordinances of the city;
  - (2) Hire, suspend, transfer and remove city department heads, who serve under the jurisdiction, and at the will of, the city manager;
  - (3) Make appointments of subordinates on the basis of merit and fitness;
  - (4) Cause a proposed budget to be prepared annually and submitted to the council and be responsible for the administration of the budget after its adoption;
  - (5) During the month of July, and as often as the council may require, prepare and submit to the council a budget status and forecast report with any recommendations for remedial action;
  - (6) Prepare and submit to the council, as of the end of the fiscal year, a complete report on finances and administrative activities of the city for the preceding year and, upon the request of the council, make written or verbal reports at any time concerning the affairs of the city under his supervision;
  - (7) Keep the council advised of the financial condition and future needs of the city and make such recommendations to the council for adoption as he may deem necessary or expedient;
  - (8) Exercise supervision and control over all departments under his jurisdiction;
  - (9) Be responsible for the enforcement of all terms and conditions imposed in favor of the city in any contract or public utility franchise, and upon knowledge of any violation thereof, report the same to the council for such action and proceedings as may be necessary to enforce the same;
  - (10) Provide for engineering, architectural, maintenance, and construction service required by the city;
  - (11) Attend council meetings and participate in discussions with the council in an advisory capacity;
  - (12) Perform such other duties as may be prescribed by this Charter, by ordinance or required of him by council and which are not inconsistent with this Charter.

# **TOWN OF FOXFIELD**

## **JOB DESCRIPTION**

### **TOWN ADMINISTRATOR**

**February 1, 2018**

#### SUMMARY OF POSITION:

The Town Administrator is appointed by the Board of Trustees. This is an exempt, part-time position and receives benefits as determined by the Board. The person in this position exercises the direction, coordination and control of the overall administration of the property and affairs of the Town and is responsible for the efficient and impartial application and enforcement of all laws, ordinances, resolutions and by-laws of the Town Board. The Town Administrator operates with a minimum of direct supervision and is expected to exhibit a high degree of independence.

IMMEDIATE SUPERVISOR: Board of Trustees.

SUPERVISION EXERCISED: Supervises the Town Clerk and other staff as assigned.

#### ESSENTIAL FUNCTIONS

- Implement and develop procedures that execute policies adopted by the Board and ensure adherence to the procedures by Town employees and consultants.
- Attend Board meetings as deemed necessary, prepare and provide supporting documents and information pertinent to agenda items.
- Prepare and present a proposed budget to the Board in accordance with state and Town laws. Administer the budget once adopted.
- Maintain sound positive public relations between the Town and its citizens and between the Town and other governmental agencies.
- Attend meetings and conventions on behalf of the Town.
- Keep the Board advised of the financial condition and future needs of the Town and making such recommendations to the Board for adoption as may be deemed necessary or expedient;
- Enforce the laws and ordinances of the Town.
- Enforce all terms and conditions imposed in favor of the Town in any contract or public utility franchise, and upon knowledge of any violation thereof, report the same to the Board for such proceedings as may be necessary for enforcement;
- Act as Personnel Director for the Town; hire (with Board approval), evaluate and direct the Town's staff.
- Perform such other duties as may be prescribed by ordinance, or required of by the Board which are not inconsistent with the local, state or federal law.

Critical features of this job have been listed in this job description. They may be subject to change at any time due to reasonable accommodation or other reasons. Other duties and responsibilities may be assigned by the Town Board at any time.



#### KNOWLEDGE, SKILLS AND ABILITIES:

- Understand basic municipal ordinance content and the ability to learn, understand and apply the Foxfield Municipal Code. Thorough knowledge of and ability to comply with Colorado statutory requirements for statutory Towns.
- Thorough knowledge of the principles, practices, and organization of municipal government administration.
- Ability to appropriately exercise discretion and independent judgment.
- Ability to maintain effective working relationships with staff, elected and appointed officials, consultants, other government officials and the public.
- High level of interpersonal and organizational skills, tact, and ability to resolve problems and manage conflict.
- High level of integrity.
- Ability to make and implement decisions.
- Ability to accurately prepare reports and provide recommendations to the Board.
- Knowledge of municipal management, municipal government, programs, community problems, and decision-making processes.
- Knowledge of municipal financial management and accounting procedures, budgeting and investments.
- Knowledge of the principles of personnel administration.
- Ability to organize and use time effectively and to be creative and analytical.
- Ability to listen and to accept criticism; must possess conflict resolution skills and public relations skills.
- Excellent written and oral English language communications skills.
- Proficient in all modules of Microsoft Office. Ability to learn and manage computer systems utilized to perform the essential functions of the position.

#### EDUCATION AND EXPERIENCE:

- Bachelor's degree in public administration, business administration, or equivalent. Master's degree preferred.
- At least three years management experience in a municipal/public administration or aggressive business environment, including at least two years experience preferably in a similar function in municipal or county government.

#### PHYSICAL DEMANDS:

Must be able to regularly lift 25 pounds. Must be able to perform tasks commonly associated with an office environment.