

## Job Description

**Position:** Town Administrator

**Supervised by:** The Town Administrator (“Administrator”) is at-will position appointed by the Board of Selectmen (“ Board”) and shall be responsible to carry out Town policy as enacted by the Board. The Police Judge will provide day-to-day coordination between the Board and the Administrator. The Administrator is the primary point of contact for approved program implementation and flow of information between individuals, organizations and the Town. Pertinent information will be communicated to the Police Judge and Board as needed, but no later than at regularly scheduled semi-monthly Board meetings.

**Supervision Exercised:** Administration, Police Department, Roads and Bridge, Public Works, Finance, Special Projects and Parks & Recreation. Supervision will not include Town Attorney, Town Prosecutor or Municipal Court.

### **Duties and Responsibilities:**

1. Shall promote efficient administration of all departments with the exception of the Town Attorney, Prosecutor and Municipal Judge;
2. Shall enforce all municipal ordinances;
3. Shall appoint heads of all departments, with the exception of the Town Clerk, Town Marshall and Treasurer. Shall have review and approval of all persons hired by any supervisor and shall supervise and direct all subordinate appointees;
4. Shall act as Personnel Director and enforce personnel policies and regulations as approved by the Board, in relation to all employees. As part of this responsibility, shall evaluate all personnel he/she has authority to appoint and assure that all department heads will also evaluate all subordinate personnel annually;
5. Shall, consistent with Town personnel policies, have the authority to establish work schedules and approve staffing, consistent with the authorized budget;
6. Shall recommend an annual budget to the Board, shall administer the budget as adopted by the Board and fully advise the Board of the Town’s financial condition and needs;
7. In conjunction with the Town’s Treasurer, shall act as Finance Director and insure that a uniform system of accounts is adopted. The position shall insure that financial records are kept in accordance with generally accepted principles of governmental accounting, and further that financial statements are furnished at least quarterly, or more often as the Board shall direct;
8. Shall act as purchasing agent for the Town, observe purchasing rules and procedures as approved by the Board, and monitor purchase orders for budget compliance;
9. Shall assist all departments with operating budget preparation;
10. Shall prepare a 5-year infrastructure replacement program and annually revise such;
11. Shall notify employees and Town officials of expiration of any utility franchise, contract or agreement with the Town and shall assure that the terms and conditions of all franchises, contracts or agreements are faithfully performed;
12. Shall coordinate, to the extent requested by the Town, the Town’s economic development efforts
13. Shall assure that day-to-day work program including work orders for public works functions is responsive to citizen requests for service and minimizes insurance risk situations;
14. Shall work with the appropriate engineers to assure that public works (road, bridge, sewer, and water) decisions receive proper technical advice and oversight;
15. Prepares project budgets, grant requests, and assures compliance with relevant regulations; involve appropriate Town personnel to administer successful grants;

16. Consult with the Town Attorney for legal advice on potential administrative decisions or Town policy and to assure that administrative action is consistent with the law;
17. Assure the competitive placement of employee, casualty, and liability insurance for the Town;
18. Ensure that all Town codes are enforced through the efforts of the Building Official and/or Code Enforcement Officer;
19. Be cognizant of zoning, planning, and building and Planning Commission and Design Review Commission decisions on major projects;
20. Issue licenses/permits in accordance with the Municipal Code;
21. Attends all meetings of the Board of Selectmen and, as appropriate, participates in a variety of boards and commissions;
22. Represents the Town at meetings with federal, state and other local jurisdictions, as appropriate;
23. May attend and participate in the discussion of Town affairs and make recommendations to the elected Board, but in no event shall be able to vote on the final Board decisions;
24. May exercise other administrative Town functions not imposed or allocated to other Town officials, with prior agreement by the Board of Selectmen; and
25. Shall perform added duties as required by Municipal Code or directed by the Board of Selectmen.

**Required Skills, Knowledge, and Ability:**

1. Can read and speak English fluently;
2. Must possess, at time of employment and continuously throughout employment, a valid Colorado driver's license;
3. Bachelor's degree in Public or Business Administration or a similar field; five (5) years of progressively responsible experience in government and/or business with a minimum of two (2) years of working in local government administration, finance, planning or similar area; or any combination of education and experience;
4. Knowledge of American system of government and jurisprudence; and
5. Knowledge of government finance, personnel administration, theory and practice of government management, purchasing, business law, communications, police science, city planning, accounting, and state and federal grant sources.

**Working Conditions and Physical Requirements:**

1. While performing the duties of this job, the employee is frequently required to talk and hear;
2. The employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb or balance, and taste or smell;
3. The employee must occasionally lift and/or move up to 50 pounds;
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception;
5. 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; and
6. Position requires travel to off-site locations for meetings, appointments, conferences and training.

*Approved by Board: 11/23/2021*