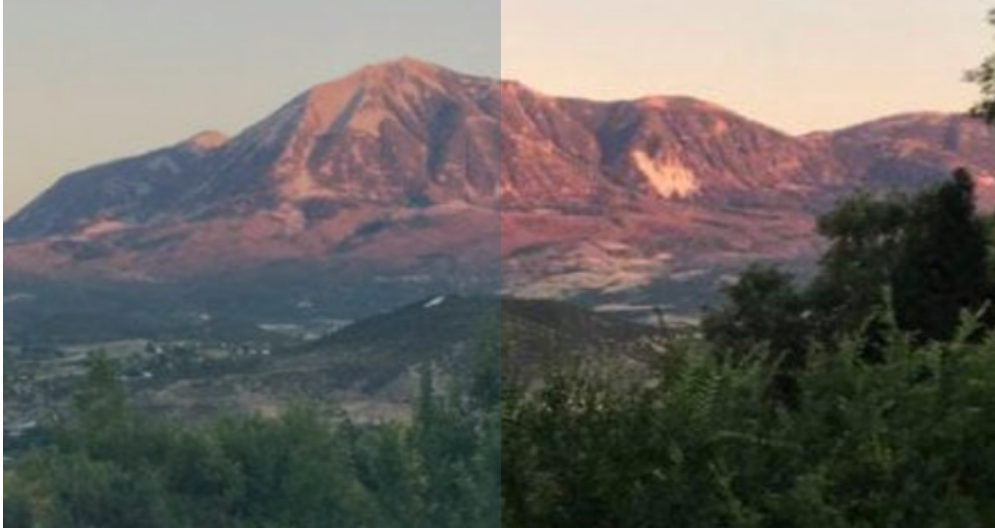




*Invites your application  
for the position of*

# TOWN ADMINISTRATOR



## Paonia Quick Facts

- Elevation of 5,682 ft.
- Located on the picturesque Western Slope of Colorado in eastern Delta County.
- Situated in the Upper North Fork Valley of the Gunnison River.
- Located 150 miles by air from Denver International Airport with flights into the Grand Junction or Montrose airports.
- Population of 1528 in-town residents and 3700 living in the surrounding areas.
- Area of 500 acres.
- Median household income of \$41,683.
- Median age of 55.9

## Our Organization

- Paonia is a statutory town governed by a Mayor-Board of Trustees form of government. Citizens elect six at-large Trustees and a Mayor who serve staggered 4-year terms. The Town Administrator is hired by and serves at the pleasure of the Trustees.
- Services provided to residents include Public Safety (police and building inspector), Municipal Utilities (water, wastewater, and trash), Infrastructure (drainage, streets, curb and gutter, sidewalks, airport, and public buildings), and Parks.
- Total FY 2022 budget appropriations of \$6.2 million.
- Staff of 22 full-time employees.



## Key Responsibilities of the Position Include:

- The Administrator, who heads the executive branch of the government, implements Town Trustee directives and policies and the administrative and operational functions through the Department heads.
- Attends all meetings of the Board of Trustees and participates in discussions in an advisory capacity. May also be requested to attend various Town Trustee Committee meetings; consisting of Finance, Personnel, Water/Sewer/Trash, Streets, Parks, and Public Safety.
- Must demonstrate effective stewardship of Town funds; works with the Finance Director/Treasurer in the development and administration of the annual Town budget in compliance with Colorado municipal budget laws, submits budget recommendations to the Mayor/Board of Trustees and monitors all expenditures to ensure adherence with the adopted fiscal budget.
- Must be familiar with the Town

Municipal zoning code/designations and ensure consistent application regarding proposed changes, annexation/de-annexation and requested variances and the Administrator's role in these processes as required by Municipal Code.

- Ensure that the Town servicing of drinking water, sewage treatment and trash collection are conducted consistently, efficiently, and within budget.
- Works with the Town Attorney regarding legal issues involving the Town and reports outcomes to the Board of Trustees.
- Must be familiar with grant funding opportunities, be proficient in grant writing and ensure that proper management and reporting is conducted as needed for any grant awarded.
- Oversees all town purchases to ensure spending, reporting and approval from the Board of Trustees is conducted in accordance with the Town's Purchasing Policy and falls within allocated budget categories and level of spending.



## Paonia's History

The western slope of Colorado was home to indigenous people for over 13,000 years with the Ute tribe inhabiting the area now called the North Fork Valley. Samuel Wade and William Clark entered the valley in 1880. The peony roots that Samuel Wade brought with him to Colorado inspired him to submit the Latin name for peony, *Paeonia*, as the town name. The Postal Service wouldn't allow the extra vowel, so *Paeonia* became Paonia. The Town was officially incorporated in 1902.

Paonia is a unique town settled by farmers, ranchers and miners which is now shared by artists, musicians, creative chefs, and individuals able to work remotely and utilize fast internet because of the excellent fiber optic service.



## Ideal Candidate

The Administrator must be skilled at managing and directing Town operations and services to meet the Board of Trustees' goals, policies, objectives and ensure consistent adherence with Town of Paonia Municipal Code.

The Administrator works in partnership with Town employees, Department heads, Police Chief, outside agencies and organizations and the public to deliver services effectively and efficiently.

Qualified candidates will also possess the following:

- Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Public Policy, Business Management, or a related field.
- Four (4) years of progressively responsible experience in a municipality, county, or other local government and a minimum of two (2) years of supervisory experience.
- An equivalent combination of education and experience to fulfill the essential functions, duties, and responsibilities and provide the necessary knowledge, skills, and abilities may be considered.



## Paonia's Highlights

Neighboring communities include Hotchkiss, located 10 miles southwest, and the City of Delta, located 30 miles west. Two major regional service centers, Grand Junction and Montrose are 70 and 50 miles west of Paonia respectively, while Aspen is located 90 miles northeast over scenic McClure Pass.

Paonia and the North Fork Valley contain the highest concentration of organic farms, orchards and vineyards in Colorado and provide wine, fruit, produce, meat and dairy products to consumers throughout Colorado and surrounding states.

Paonia is surrounded by some of the most stunning forests in the country. The Grand Mesa, Uncompahgre, Gunnison, and White River National Forests are all less than an hour from Paonia, making it a destination for hikers, hunters, bicyclists, and cross-country skiers.

Few places offer such a wonderful combination of moderate climate, scenery, lifestyle and recreation.





## Compensation:

Salary commensurate with experience. The salary range is \$85,000 - \$105,000

## Benefits:

- Generous paid time off
- Nine paid holidays
- Retirement: Empower 401B Plan, Town contributes 5% of base salary
- Life Insurance with The Hartford
- Short-Term Disability with The Hartford
- Health Insurance with Rocky Mountain Health Plans - 100 % of employee and family premium paid

## Search Schedule:

- Accepting Applications through 9/30/2022
- Application Review: Week of 10/3/2022
- Interviews: Week of 10/17/2022
- Finalists Notified (and Final Interviews): Week of 11/7/2022
- Public notice of list of finalists (at least 14 days prior to offer): Week of 11/14/2022
- Conditional Offer: Week of 12/19/2022
- Tentative Start Date: January of 2023

## Interested?

The full job description and instructions on how to apply can be found at:

<https://townofpaonia.colorado.gov/forms/job-opportunities>

