

# **Town of Paonia**

## **Town Administrator Job Description**

1/10/2023

### **Job Summary**

Paonia is a statutory Town and provides a full range of public services, including a Police Department and Public Works including water, wastewater, trash, streets, airport, and facilities and parks. The town employs approximately twenty employees, most full time.

Under a Mayor-Board of Trustees form of government, the Town Administrator manages and oversees Town operations and services at the direction of the Board of Trustees and ensures consistent adherence with Town of Paonia Municipal Code and Town policies. This position is at will and serves at the pleasure of the Mayor and Board of Trustees.

### **Challenges To be Addressed by the Town of Paonia**

- Moratorium on the sale of water taps/additional demands for water enacted in 2020 by local voters after a serious failure of the Town's water treatment system in 2019.
- Engineering firms hired by the Town have assessed the Town's drinking water treatment and distribution system, sewer treatment and distribution system, as well as the condition of roads, town buildings, sidewalks and curb and gutter infrastructure.
- Resulting Capital Improvement Plans are being prioritized including funding needs that will be required over the next several decades.
- In the near-term, the Town is assessing how best to utilize the potential grant funding from the Infrastructure, Investments and Jobs Act and grant matching funds provided by the Colorado legislature to address our identified priorities for the water treatment system in order to be able to lift the moratorium.

### **Salary Range for Town Administrator:**

\$85,000 - \$120,000 commensurate with experience

### **Benefits include:**

- Generous paid time off
- Nine paid holidays
- Health Insurance - 100% of employee and family premium paid
- \$10,000 Life Insurance
- Short-Term Disability
- Retirement: 401B Plan, Town contributes 5% of base salary

### **How to Apply**

Please submit application material consisting of a cover letter and resume to:

By mail: Paige Smith, Town of Paonia, PO Box 460, 214 Grand Avenue, Paonia, CO 81428 or email: [paiges@townofpaonia.com](mailto:paiges@townofpaonia.com)

First Review: February First Review: February 23, 2023

Questions? Call Trustee Paige Smith at 307-631-4544

**The Town Administrator shall have specific duties as follows:**

- Be responsible for the enforcement of laws and ordinances for the Town.
- Make appointments on the basis of executive and administrative ability, training, and experience related to the work which they are to perform.
- Recruit, hire, evaluate, suspend, transfer, and remove the Building Inspector, Clerk, Finance Officer/Treasurer (in coordination with the Board of Trustees) and Public Works Director for cause.
- Make appointments on the basis of executive and administrative ability, training, and experience related to the work which they are to perform.
- Cause a proposed budget to be prepared annually and submit it to the Board and be responsible for the administration of the budget after its adoption.
- Prepare and submit to the Board at the end of the fiscal year a complete report on finances and administrative activities of the Town for the preceding year, and make written and verbal reports at least monthly, and at any time requested by the Board concerning the affairs of the Town.
- Keep the Board advised of the financial condition and future needs of the Town and make such recommendations to the Board for adoption as he/she may deem necessary or expedient, provide quality financial reports to the Board.
- Exercise supervision and control over all applicable executive and administrative departments, and recommend to the Board any proposal he/she thinks advisable to establish, consolidate, or abolish administrative departments.
- Be responsible for the enforcement of 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 action and proceedings as may be necessary to enforce the same.
- Attends all meetings of the Board and participates in discussions in an advisory capacity. May also be requested to attend various Board Committee meetings, including Finance, Personnel, Water/Sewer/Trash, Streets, Parks, and Public Safety.
- Coordinates with the Mayor and Town Clerk to develop agendas for Board, Planning Commission, Tree Board and Zoning Board of Adjustment/Building Code Board of Appeals meetings.
- Prepare and review operational, administrative, and other special reports.
- Establish a system of accounting and auditing for the Town which shall reflect, in accordance with generally accepted accounting principles.
- Recommend to the Board appropriate personnel rules and regulations and implement them.

- Recommend to the Board 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.
- Provide professional advice to the Board and track Board direction and inquiries.
- Formulate and recommend policies and procedures for the Town and communicate official plans, policies, and procedures to staff and the public.
- Receive general policy direction from the Board and follow up with appropriate staff or outside organizations to take necessary action. Serve as leader of the "executive leadership team," implementing Town goals, values, culture, long and short-range planning, policies, procedures, and practices consistent with the goals of consistent improvement.
- Manage the preparation of plans and specifications, estimating cost, advertising for bids, supervision, and approval of any public work or special improvement.
- Establish and maintain proper relationships with other levels of government and public service agencies and conduct all business negotiations between them and the Town.
- Provide effective and efficient customer service.
- Create and retain effective working relationships throughout the organization and in the community.
- Respond to Board and citizen requests for information and assistance.
- Respond to citizen inquiries and concerns on behalf of the Town including investigation, research and problem solving.
- Maintain critical sensitive and confidential communication.
- Utilize diplomacy, communication, and conflict management skills.
- Negotiate and execute agreements in the interest of the Town.
- Surveys grant and loan funding opportunities, prepares competitive grant and loan applications, submits grant and loan applications, controls grant and loan financing, implements grants and loans, and ensures that proper management and reporting for awarded grants and loans.
- Works closely with the Town Clerk to ensure that all public recordkeeping is conducted in a manner as required for local governments and supports and reflects Town adopted policies and procedures.
- Ensures that the Board of Trustees receives a budget to actuals accounting each month and any other financial documents necessary to keep the Board fully informed of the financial condition of the Town.
- Properly stewards the management of Town funds; works with the Finance Director/Treasurer in the development and administration of the annual Town budget, submits budget recommendations to the Mayor/Board of Trustees and monitors expenditures to ensure adherence with the adopted fiscal budget and the Town purchasing policy.
- Participates with the Finance Officer/Treasurer to provide the independent Auditor with information and ensures timely submission to the State of Colorado of the budget as approved by the Board.
- Responsible for hiring and supervision of the Building Inspector, Clerk, Finance Officer/Treasurer (in coordination with the Board of Trustees) and Public Works Director.

- 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 Town Municipal Code;
- Ensure that Colorado state law regarding Open Meetings and Open Records is followed and advises Board as to the best practices for compliance.
- Oversees all professional and consulting service agreements entered into by the Town, including engineering, architectural, financial, planning & zoning, human resources, etc.
- Oversees all town purchases to ensure spending, reporting and approval from the Board is conducted in accordance with the Town’s Purchasing Policy and falls within allocated budget categories and level of spending.
- Tracks state and federal legislation that impacts the Town; consults with department heads and Town Attorney regarding legislative issues and recommends implementing policies to the Board for consideration and adoption.
- Consults with the Town Attorney regarding legal issues involving the Town and reports outcomes to the Board of Trustees.
- Ensures that the Town’s website is up-to-date and provides information in a way that is consistent, written in a public friendly format and that the website is easy to navigate.
- Perform such other duties as may be prescribed by ordinance or required by the Board which are not inconsistent with state statute.

## **Qualifications:**

### **Education:**

Bachelor's degree from an accredited four-year college or university. Preference is for a degree earned in Public Administration, Public Policy, Business Management, or a related. However, a bachelor’s degree in another major will be considered preferably accompanied with at least five years of experience in positions that require skills and abilities directed related to those required for a Town Administrator.

### **Experience:**

Four (4) years of experience in a municipality, county, or other local government and a minimum of two (2) years of supervisory experience.

Or, 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.

## **Necessary Knowledge, Skills, and Abilities**

### **Knowledge of:**

- Local governmental functions and principles and practices of public administration including operations, analysis, and budgeting.
- State of Colorado Municipal law (CRS Titles 29 and 31) and Paonia Town Code, resolutions, policies, and fee schedules.

- Principles, practices and application of strategic planning, performance measurement and public relations.
- Fiscal laws and best practices including GASB, municipal public finance administration and practices, and those specific to Colorado such as Tabor and the Gallagher Amendment.
- Risk management and insurance issues.
- Employment laws such as FLSA, ADA, HIPPA, COBRA, Worker's Compensation, Unemployment and the Family Medical Leave Act.

**Skilled in:**

- Public outreach: including a keen awareness of the need to maintain public engagement through a variety of diverse approaches and tools, including website content, social media, and other methods which will best engage with Paonia culture.
- Preparing and presenting written and oral reports.
- Communicating effectively with a wide variety of people, including the Board of Trustees, department heads, employees, and representatives of other governmental agencies.
- Successful grant writing with a solid working knowledge of the grant writing process and a track record of successfully securing and managing grant funding.

**Ability to:**

- Hire, organize, assign, and review work of staff; and able to effectively motivate, develop and discipline staff.
- Plan and coordinate a variety of problem-solving and fact-finding projects.
- Manage multiple projects concurrently and prioritize and delegate work effectively
- Work well under pressure.
- Explain and interpret Town policies, procedures, and functions.
- Establish realistic goals and priorities and attain them.
- Negotiate to find solutions to complex and multi-layered problems and issues.
- Maintain effective working relationships with the public, media, Board of Trustees, employees, and citizens, especially in cases of political significance or high sensitivity.
- Learn and retain technical and complex information, terminology, policies, and procedures.
- Prepare and present ideas and findings clearly and concisely in written, oral, and graphic form using proper sentence construction, punctuation, and grammar.
- Be able to understand and implement complex oral and written instructions.
- Research and prepare complex reports.
- Work well independently and with others to establish and attain objectives.
- Organize workflow and manage time effectively.
- Ensure accountability within the organization and demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Create and maintain good working relationships with contractors, grantors, state and other local government agencies and personnel.

*The Town of Paonia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*