



## **Town Administrator**

### **Job Summary**

The Town Administrator is responsible for implementing long-range plans for the Town of Meeker from the Board of Trustees and assists in the achievement of common goals and objectives. He/she carries out the policies adopted by the Town Board of Trustees. This position provides professional administration, management and supervision of municipal departments and staff. Assures compliance with relevant federal laws and regulations, Colorado General laws and municipal bylaws, ordinances and regulations. Implements effective customer service programs oriented toward the needs of all citizens and customers and underscored for all Town employees. Must have a respectful demeanor that is imparted to all employees and residents.

### **Appointment**

The Board of Trustees by a majority vote shall appoint the Town Administrator. He/she shall serve at the pleasure of the Board at a salary to be fixed by the Board and shall be selected on the basis of their executive and administrative qualifications, with special reference to their actual experience in and knowledge of accepted practice in respect to the duties of this office.

### **Nature of Work**

Functions as the chief operating and administrative officer of the Town. Is responsible to the Board of Trustees for the proper administration of all affairs of the Town placed in the Town Administrator's charge.

### **Essential Duties**

- Provide for the enforcement of the laws, rules, regulations, ordinances and other enactments of the Town.
- Provide for the hiring, suspension, discipline, transfer and removal of Town employees.
- Establish, subject to the approval of the Board of Trustees, and enforce personnel rules and regulations governing employees of the Town.
- Be responsible for the direction and supervision of all employees of the Town.
- Make appointments on the basis of executive and administrative ability, training and experience in the work which they are to perform.
- Cause a proposed budget to be prepared and submitted to the Board of Trustees annually and be responsible for the administration of the budget after its adoption.
- Cause to be established a system of accounting and auditing for the Town which shall reflect, in accordance with generally accepted accounting principles, the financial condition and financial operation of the Town.
- Keep the Board of Trustees advised of the financial conditions and future needs of the Town and make such recommendations to the Board as may be deemed necessary or expedient.
- Exercise supervision and control over all Town departments and recommend to the Board of Trustees any proposal he/she thinks advisable to establish or consolidate administrative departments.
- Enforce all terms and conditions imposed in favor of the Town or its inhabitants in any contract or public utility franchise, and upon knowledge of any violation thereof, report the same to the Board for such action.
- Attend Town Board and Planning Commission meetings and participate in discussions with the Board and Planning Commissioners in an advisory capacity.

- Act as purchasing agent for the Town.
- As delegated by the Board of Trustees, be responsible for obtaining engineering, architectural, maintenance, construction, and other services required by the Town.
- Perform such other duties as may be prescribed by ordinance of the Board of Trustees.

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

- Ability to communicate effectively verbally and in writing.
- Strong interpersonal and relationship-building skills, with the ability to maintain effective working relationships with citizens, Town employees, developers, contractors, elected officials and any other individuals who might have business with the Town.
- Strong leadership ability.
- Knowledge of, and experience with, principles surrounding all aspects of Town management, including finance, public works, water utility, community development, personnel management, supervisory ability, report writing and oral presentation.

#### **Education and Experience**

Bachelor's degree in business administration, planning, engineering or a related field is preferred. Experience working with planning/land use, economic development and grant writing will be looked upon favorably. Previous experience working in local government is desirable.

#### **Special Requirements**

Must be able to be bonded and possess a Colorado Driver's license with a safe driving record. The Administrator is required to reside within a five-mile distance of the Town of Meeker.

#### **Working Environment/Physical Requirements**

Work environment is primarily in an office setting and may require sitting for long periods of time. The physical demands here are representative of those that must be met by an employee to successfully perform the functions of this job.

While performing the duties of this job, the employee is frequently required to talk, hear, see and use hands and fingers to touch, handle, grasp, reach, push and pull. The employee may occasionally be required to exert force up to 20 pounds and may frequently be required to exert a negligible amount of force to lift, carry, push, pull or move objects. The noise level in the work environment is usually moderate.