



**Town of Rico
Town Manager Job Requirements and Description
Updated 6/2021**

Town Manager requirements are intended to be flexible with the understanding that the Town of Rico faces limitations in attracting a pool of qualified potential candidates, including, but not limited to the small local and regional population, limited housing stock, limited funding, etc. Accordingly, many of the requirements listed below are stated in the alternative, and preferences are noted.

Job Title: Town Manager

Reports To: Board of Trustees

Position Classification: Full or Part Time Employee as determined by Board of Trustees, Exempt

Prepared Date: June 8, 2021

Approved Date:

Summary

Performs, directs and coordinates the administration, technical and professional work of the town government in accordance with policies determined by the Board of Trustees by performing the following duties personally or through subordinate supervision:

Essential Duties and Responsibilities include the following. Other duties may be assigned

- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates Town activities with other governments.
- Provides professional advice to the Board of Trustees and other Town employees; prepares reports for regular Town Board meetings, makes presentations to boards, commissions, civic groups and the general public.
- Communicates official plans, policies, and procedures to staff and the general public as directed by the Town board and in public news letters
- Grant research and writing.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Performs and/or oversees the operation and maintenance of the water plant and distribution system.
- Performs and/or oversees road maintenance.
- Supervises Town staff, maintains harmony among workers and resolves grievances; assists other Town employees in performing duties. Administers Town Personnel policies. Interprets

policies when needed, coordinates activities and evaluates performance of staff, develops job descriptions, etc.

- Performs Town staff performance reviews.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Ensures Town compliance with all state, federal, local laws and ordinances.
- Advises the Board of Trustees of financial conditions and current and future Town needs.
- Attends all regular and special meetings of the Board of Trustees.
- Recommends for adoption by the Board of Trustees such measures as he or she may deem necessary or expedient.
- Act as building official and works with contract building inspector to process building permits, perform inspections and site measurements.
- Point of contact for emergency management plans.
- Oversees and directs Town Planner and/or coordinates with contract planners.
- Confers and coordinates with contract attorneys, engineers and other contract professionals
- Performs Town Manager duties as specified by state statute and the Home Rule Charter.

Supervisory Responsibilities

Oversees Office of the town employees and contract staff. Carries out supervisory responsibilities in accordance with the Town Board's direction as well as the policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising and reviewing performance; and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience

- College degree or equivalent experience/training or combination thereof.
- Public works (water, sewer, street) experience, including administrative and/or management experience and work plan development/execution.
- Management and budgeting experience in a Colorado political subdivision
- Economic Development and long range planning (preferably including grant research and writing
- Some land use experience in Colorado and familiarity with zoning and land use codes
- Parks and recreation experience, including administrative and/or management experience
- Experience should include personnel management, financial management and public sector management principles, policies and practices; the ability to interpret and apply municipal policies and procedures, Town ordinances and Federal and State statutes. Ability to plan, organize, supervise and inspect the work of professional, technical and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues and in carrying out administrative responsibilities. Ability to establish and maintain effective working relationships with employees, Town officials, the business community, the general public and State, Regional and Federal officials. Demonstrated ability to maintain positive relationships with various private and public agencies and individuals as well as deal successfully with the public and other interested groups, which may have differing perspectives and interests. Demonstrated communication (written and oral), interpersonal, and organizational skills. Computer

software experience, specifically spreadsheet, word processing, and accounting systems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

The job description does not create any property rights for job positions. All employees are "at will" employees as set for in Article 4.5 of the Home Rule Charter. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.