

Town of Paonia

Administrator Job Description

Job Summary

Paonia is a statutory Town and provides a full range of public services, including a Police Department, Municipal Utilities (water, wastewater, and trash), Infrastructure (drainage, streets, curb and gutter, sidewalks, airport, and public buildings), and Parks.

Under a Mayor-Board of Trustees form of government, the Town Administrator manages, oversees, and directs Town operations and services to meet the Board of Trustees' goals, policies, objectives and ensures 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. The town employs a total of 22 full-time employees.

This position serves at the pleasure of the Mayor and Board of Trustees.

Functions, Duties and Responsibilities

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.

Coordinates with the Mayor on agenda setting for two regular meetings held monthly; recommends Board of Trustees action on ordinances, resolutions, contracts, and other matters as appropriate.

Works closely with the Board of Trustees appointed Town Clerk to ensure that all public recordkeeping duties of the position are being conducted in a manner that supports work of the Administrator and reflects Town adopted policies and procedures.

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.

Prepare and submit to the Town Board of Trustees at the end of the fiscal year a complete report on finances and administrative activities of the Town for the preceding year.

Keep the Trustees advised of the financial condition and future needs of the Town and make such recommendations to the Trustees as deemed necessary or expedient.

Participates with the Finance Officer/Treasurer in cooperation with the Audit contractor to create a financial audit for each fiscal year for submission to the State of Colorado, after approval by the Board of Trustees.

Responsible for hiring and supervision of the Building Inspector, Finance Officer/Treasurer (in coordination with the Board of Trustees), Public Works Director, Public Utilities Director, and Police Chief.

Serves as Human Resources Officer (unless otherwise assigned) and manages Department heads to obtain effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Conducts regular staff meetings to establish project priorities and ensure coordination of such information between staff and the Board of Trustees.

Must be familiar with and consistently apply the Town Municipal Building Code including all International Building Code adopted by reference.

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.

Must be familiar with the roles of the Planning Commission and the Zoning Board of Adjustments and support both as needed to ensure adherence to Town Municipal Code.

Ensure that the Town servicing of drinking water, sewage treatment and trash collection are conducted consistently, efficiently, and within budget.

Must be familiar with state law and Town Municipal Code regarding marijuana stores operating within the Town.

Must be familiar with Colorado state law regarding Open Meetings and Open Records.

Facilitate the revision and implementation of the Comprehensive Plan for the Town.

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 of Trustees 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 needed policy/ordinance development for Board of Trustee consideration.

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.

Must ensure that the Town's website is up-to-date and provides information that is consistent and easy to navigate for the public, Mayor/Trustees, prospective vendors, and job applicants.

Essential Qualifications

Education:

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 is required.

Experience:

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.

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 required public relations to ensure success.
- Fiscal laws specific to Colorado such as GASB, Tabor and the Gallagher Amendment and municipal public finance administration and practices.
- Risk management and insurance issues.
- Employment laws such as FLSA, ADA, HIPPA, COBRA, Worker's Compensation, Unemployment and the Family Medical Leave Act.
- Local law enforcement rules, regulations and Colorado Peace Officers Standards and Training certification.
- Basic public park management.
- Basic drinking water and wastewater distribution and Colorado Department of Public Health and Environment water quality requirements.

Skilled in:

- Public outreach: including a keen awareness of the need to maintain public engagement through a variety of diverse approaches and tools, including web site content, social media, and other methods.
- 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.
- Carry out 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.

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 discontinue the moratorium.

Salary Range for Town Administrator:

\$85,000 - \$105,000 commensurate with experience

Benefits include:

- Generous paid time off
- Nine paid holidays

- Health Insurance with Rocky Mountain Health Plans - 100% of employee and family premium paid
- \$10,000 Life Insurance with The Hartford;
- Short-Term Disability with The Hartford.
- Retirement: Empower 401B Plan, Town contributes 5% of base salary
- \$80.00/mo. cell phone allowance

Benefits are subject to the terms and conditions of those plans and the summary plan descriptions, which are subject to annual budget and appropriations by Town Trustees.

Search Schedule (dates subject to change):

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

***Note ---Disclosure requirements of the Colorado Open Meetings Law:**

Colorado Revised Statute 24-72-204 (3)(a)(XI) requires that records filed by finalists for a “chief executive officer” position are open to public review (except for letters of reference or medical, psychological, and sociological data concerning the finalist) and the Town must make public a list of finalists under consideration no later than 14 days prior to making the appointment or employment offer.

To view an online job description and recruitment brochure please go to [Job Opportunities | Town of Paonia \(colorado.gov\)](http://Job Opportunities | Town of Paonia (colorado.gov))

How to Apply

Please submit application material consisting of a cover letter and resume including the contact information for 4 professional references no later than 5:00 p.m. Friday, September 30, 2022, to:

Paige Smith (by mail or in-person) Town of Paonia, PO Box 460, 214 Grand Avenue, Paonia, CO 81428. Submitting by email; send to paiges@townofpaonia.com

Questions can be directed to Paige Smith at 307-631-4544

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.