

Town Manager/Superintendent

Summary: The Town Manager/Superintendent works in conjunction with the Board of Trustees and Town Clerk. The Town Manager/Superintendent performs highly responsible administrative work in serving the Town, and shall be responsible to the Board of Trustees. Under the general supervision of the Mayor, directs and coordinates the day-to-day activities of the departments and employees of the Town of Stratton. Serves as the personnel director in establishing and implementing human resources policies and administering daily practices.

Must be willing to relocate to the Stratton area within agreeable time frame.

Supervision: The Town Manager/Superintendent is directly responsible to the Town of Stratton Board of Trustees and works under the supervision of the Mayor.

Work Environment: The essential duties/activities of this position are performed in a variety of locations with exposure to differing exterior and interior environments. This position may require occasional trips to external locations experiencing exposure to weather elements and temperatures, construction site risks, and automobile travel. Also, while performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; extreme cold and/or heat; risk of electrical shock and vibration. The noise level in some work environments may be moderate to loud. Employee must understand and implement all related safety policies, procedures and programs for prevention and protection while performing job duties in various work environments.

Physical Demands: While performing the duties of the job, the employee is frequently required to use hands to finger, handle or fell; reach with hands and arms; talk or hear; taste or smell; stand; walk; sit climb or balance. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must be able to lift and/or carry 50 pounds and occasionally up to 100 pounds. The employee may need to climb ladders (may range from 20' to 180') and stairs. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is often required to work with general office equipment as well as large outdoor equipment. Subject to 24 hours call out for emergency conditions.

Job Responsibilities: *(including but not limited to:)*

1. Performs a wide variety of functions to facilitate the operations of the Town.
2. Attends all Council meetings, participates in discussion and makes recommendations to the Board.
3. Assists Town Clerk in the development of agendas for all meetings.
4. Serves as the Human Resource Officer, unless otherwise assigned.
5. Develops annual Budget in conjunction with the Town Clerk within compliance with Colorado budget laws.
6. Manages staff to obtain effective and efficient use of budgeted funds, materials, facilities and time.
7. Manages, directs and develops systems for long-range planning and prioritizing of projects and programs, develops and implements comprehensive plans for streets, park and pool.
8. Oversees and provides input on all professional and consulting agreements entered into by the Town.
9. Supervises and assists with all projects and maintenance involving street, water, sewer, park and pool, Library and all Town properties.
10. Assigns, assists, coach, monitor and mentor all Maintenance staff
11. May assist with collection of water and sewer samples and submits reports to the State in the absence of regular certified employee.
12. File Highway reports and any other reports that are either assigned or mandatory by the Town, County or State.

13. Keep all Town maps updated.
14. Operate a variety of equipment as needed.
15. Reviews Orders on supplies for water, sewer, street, park and pool maintenance, within allocated budget.
16. Inspects, regulates and approves all building permits.
17. Assists Board and Town Clerk with updating, implementing and creating Ordinances.
18. Serves as principal public relations, public information and intergovernmental affairs officer for the Town.
19. Attends meetings with federal, state and other local officials as directed by the Board.
20. Researches and applies for Grants to better the Town with assistance from the Town Clerk.
21. Other duties as assigned.

Knowledge of:

- Modern practices and principles of public administration
- The workings, laws and regulations affecting the operation of municipal government
- Federal, State and local laws and ordinances regulating the Town's operations.
- Research methods and practices, sources and availability of information
- Extensive knowledge of state and local municipality structure, operation and administration.
- Knowledge of planning and community development.

Ability to:

- Establish and maintain effective working relationships with citizens, elected officials and employees.
- Define problems, collect data, establish facts and draw valid conclusions, including the application of principles of logical thinking to a wide range of intellectual and practical problems.
- Read, analyze and interpret technical journals, financial reports, and legal documents as well as write reports, business correspondence and procedure manuals.
- Effectively present information and respond to questions from groups of the public, employees or the Board of Trustees, including sometimes controversial or complex topics.
- Respond to inquiries and/or complaints from the public, employees and the Board of Trustees as well as respond effectively to the most sensitive inquiries and/or complaints.
- Establish realistic goals and priorities and attain them for the Town.
- Mechanical abilities.

Skilled in:

- Personnel supervisory skills, experience and personal goal setting.
- Employee Evaluations.
- Positive record of working effectively with local, state and federal agencies.
- Mechanical abilities/skills preferred.

Required Education/Experience:

- A degree in Public or Business Administration or similar field is preferred.
- Education may be substituted for at least 3 years of experience in Town Management/Superintendent.
- Or any combination of education and experience.
- Small system, Collection & Distribution systems #C licensure required, or willing to obtain as directed.
- Grant writing experience.

I have read and understand this Job Description and agree to abide by the requirements set forth herein.

Employee

Date

Supervisor

Date