

Town of Empire Roles & Responsibilities: Mayor

Persons wishing to run for Empire municipal office must meet the following criteria:

1. U.S. citizen
2. At least 18 years of age
3. Resident of Empire at least 12 consecutive months preceding date of election
4. Registered elector
5. Maintains residence throughout term of office
6. For Mayor, it is recommended that you have served one full term on the Board as an elected Trustee

All Town Official positions are volunteer and do not receive a salary. As Mayor, you are a Trustee, a member of the Planning Commission, and a member of the staff by default. You must perform all Trustee duties in addition to your duties as Mayor (please read Roles & Responsibilities for Board of Trustees.) You have been appointed or elected to represent the views, recommendations, and direction of the majority of the Board of Trustees. As the Governmental Head, you represent the Town of Empire at all times in your words and actions. It is recommended that you are available 40 hours a week and willing to be on-call for emergencies.

Specific Duties:

Set and uphold the vision for the Town of Empire through our Vision Statement, Master Plan, Municipal Code, Budget, Programs, and Projects
Plan and facilitate board meetings on the third Tuesday of every month, and other meetings and workshops as scheduled
Introduce and present Resolutions and Ordinances to the board to create or amend our Municipal Code
Facilitate all Public Hearings
Participate on Planning Commission, appoint new members to Planning Commission vacancies
Voting member of Clear Creek Fire Authority (CCFA)
Active member of Clear Creek Economic Development Corporation (CCEDC)
Active member of various CDOT Project Leadership Teams
Attend County meetings as Governmental Head for the Town of Empire
Participate in County-wide Hazzard Mitigation Plan (HMP)
Participate in County-wide Housing Strategy
Work closely with Town Attorney, Accountant, Auditor, and Water Engineer as main contact
Oversee all operations for the Water Treatment System
Oversee all operations for the Wastewater Treatment System
Research, development, and utilization of existing, as well as new, water rights
Oversee all capital improvement projects
Locate procurement funding sources for capital purchases and improvements
Locate and engage professional services for all town projects
Work with prospective businesses and any needed annexation requests
Promote Empire's business community to prospective new businesses
Develop successful "branding" to draw in new businesses and promote tourism
Oversee all town departments and daily operations
Facilitate bi-weekly staff meetings
Manage the budget and audit financial records as part of Empire's Financial Data Control Policy
Hiring/Firing of all Town Employees
Oversee all employee benefits including vacation and sick leave, employee health insurance, etc.
Ensure all Town policies are followed in accordance with our insurance carrier
Perform all other necessary duties needed to complete all town programs, projects, policies, and processes