

Town Administrator

Full-time position

The Town of Empire, CO has established the position of Town Administrator per Ordinance 270, adopted on January 16th, 2024. The purpose of the Town Administrator is to provide for the centralization of the administrative responsibilities of the Town of Empire, with the Town Administrator to be the administrative head of the Town Government, under the direction and control of the Mayor and the Board of Trustees. The Town Administrator shall be responsible to the Mayor and Board of Trustees for the efficient conduct of said office.

Qualifications:

The Town Administrator shall demonstrate proficiency in the skills required to appoint, suspend, transfer and remove all non-elected or appointed employees of the Town, as well as to perform the following:

- Receive direction from the Board of Trustees;
- Communicate to any relevant appointed officials with respect to matters of significance affecting the Town;
- Perform as the first upward contact for department heads for any matters of significance affecting the Town, including all administrative, legal, and fiscal matters; work in harmony with each department head and all staff directly reporting to the Town Administrator, to ensure work is performed in the most efficient, economical, and practical method to achieve the goals of the Town and accomplish projects;
- Able to meet the requirements detailed in Ordinance 270; and
- Reside within thirty (30) miles of the corporate limits of the Town of Empire; this requirement may be waived by a majority vote of the Board of Trustees.

Responsibilities:

Unless specifically delegated to other Town employees or officers by applicable law, the Town Administrator shall perform the following duties:

- (1) Supervising the administration of the enforcement of all laws and ordinances of the Town;
- (2) Administering all Town departments, including establishing rules and regulations for all Town staff and officers. Additionally, the Town Administrator shall oversee all human resources activities of the Town including maintaining confidential files, and informing Town employees regarding available benefits;
- (3) Issuing administrative regulations and establishing administrative procedures for all Town departments;
- (4) Subject to the approval of the Board of Trustees, establishing personnel salary schedules for all Town employees;
- (5) Keeping the Board of Trustees fully informed as to the financial condition of the Town, including by, each calendar year, preparing a draft budget for the Town for the upcoming fiscal year for consideration by the Board of Trustees;
- (6) Recommending to the Board of Trustees such measures as they may deem necessary or proper for the efficient and proper operation of the Town;
- (7) Attending all Board of Trustee meetings and participating in the same by giving regular administrative updates and advice to the Board, as requested;

- (8) Subject to all applicable laws and regulations, signing all purchase agreements, and authorizing expenditures of the Town. The Town Administrator shall additionally be authorized to execute all agreements upon approval of the same by the Board of Trustees;
- (9) With the assistance of Town staff as needed, researching and identifying grant opportunities and programs, preparing and submitting grant applications, monitoring the progress of said applications, reporting on grant applications to the Board of Trustees, and administering any grants awarded to the Town or to Town departments;
- (10) With the assistance of Town staff as needed, preparing, drafting, and distributing requests for proposals for any products or services required by the Town, reviewing and evaluating responses, and, upon authorization or direction by the Board of Trustees, selecting successful bidders;
- (11) To act as staff to the Planning Commission, including by making recommendations to the Planning Commission and participating in discussions with the same in an advisory capacity;
- (12) Serving as the primary contact with any professional services contractors engaged by the Town, including directing the work of any professional services contractors to ensure efficient management of Town resources;
- (13) Working with the Town's legal counsel on all legal matters affecting the Town, and providing updates to the Board of Trustees regarding the same;
- (14) Maintain communication between Town staff and appointed and elected officials;
- (15) Overseeing the Town's insurance coverage for property casualty and workers compensation, including the annual renewal of policies, reporting claims, and maintaining correspondence regarding the same;
- (16) Attending meetings of any organization whose activities may affect the operations of the Town, and providing the Board of Trustees with updates regarding the same;
- (17) Coordinating the public relations activities of the Town, including performing citizen outreach, conducting intergovernmental relations, and speaking with the press;
- (18) Coordinating all staff support to the Board of Trustees, including composing and editing correspondence, preparing informational surveys, and reports, scheduling appointments, and researching records; and
- (19) Performing any other duties required by law.

Compensation:

- \$60,000 to \$80,000 annual salary, set by the Board of Trustees for 2024
- Health, Dental, and Vision Insurance
- Vacation, Sick, and Holiday pay
- Recreation Center Pass