

Town of Ignacio
Job Description

TOWN MANAGER

Supervisor: Town Board
Fair Labor and Standards Act Status: Exempt
Revised: May 12, 2023

Department: Administration
Position Status: Full-Time

POSITION SUMMARY: The Town Manager (Manager) shall oversee the administrative structure of the Town and serve as the Chief Administrative Officer in a Town Board/Manager form of government. The Manager shall oversee day-to-day Town operations and supervise administrative, public safety and public works departments. The Manager has all hire and fire authority for non-appointed Town staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee personnel matters and implement personnel policies consistent with Town Policy.
- Take input, draft, propose and implement policies and procedures to expedite actions approved by the Board.
- Ensure chain of command contact with elected officials.
- Take, monitor, respond or direct to proper staff citizen concerns and complaints.
- Manage all aspects of Town planning and the Land Use and Development Code, which includes participation and processing of Planning Commission matters.
- Oversee all Town code compliance and enforcement.
- Work closely with personnel on the development and management of all adopted budgets.
- Ensure the Town meets personnel certification requirements by Federal and State agencies in the safe and efficient operation of the water, gas, and sewer utilities with a goal that employees obtain essential and required certification in all three utilities.
- Ensure compliance with local, State and Federal statutory and operational requirements.
- Develop and maintain community plans such as emergency response and coordination to ensure public safety.
- Manage capital improvement planning and budgeting.
- Oversee the preparation of press releases and materials for dissemination to the media.
- Interact with State and County officials on behalf of Town.
- Attend and participate on various local and regional boards on behalf of the Town.
- Participate in contract negotiations with the Town Attorney and other required parties.
- Oversee recruiting and staffing, evaluates staff performance, regularly monitors performance and takes disciplinary action in accordance with personnel policies.
- Establish and foster good working relationships with SUIT, Federal, State and Local representatives and agencies.
- All other duties required to insure safe, efficient and expedient operations of the Town.

QUALIFICATIONS:

- Graduate from an accredited four-year college or university, with at least 2 years of experience in local government is required. Master's Degree in Public Administration, or related field, and five (5) years' experience is preferred. Exceptions may be made by the Town Board, if necessary.
- Has a working knowledge of municipal finance, human resources, accounting, municipal budgeting, police activities, public works activities and leadership techniques.
- Must possess valid Colorado State driver's license or ability to obtain and be insurable under the Town vehicle insurance policy.
- Must pass initial background and drug test and participate in random drug testing program.
- Must have knowledge on the different levels of government and how they pertain to Town operations and/or financing.
- Must divulge potential conflicts of interest as they pertain to the position of Town Manager.

LANGUAGE SKILLS: Must be able to communicate intentions and desired outcomes to the Board, staff and general public in a manner sensitive to the average listener.

MATHEMATICAL SKILLS: Must possess a good understanding of math skills as they pertain to municipal budgeting, accounting principles, contracting and operations of municipal infrastructures.

OTHER SKILLS:

- Must have knowledge and understanding of the limitations of local government imposed by the Colorado State government and the Federal government.
- Must have public relations skills as they pertain to citizens concerns and complaints and the interactive process, which affects relations with other agencies.
- Must have working knowledge of effective personnel practices and procedures, including but not limited to administering discipline, preventing hostile work environments, recognizing harassment and understanding proper methods for correcting such behaviors in the work place.

PHYSICAL REQUIREMENTS:

- Must be able and willing to work long hours in excess of 40 hours per week when circumstances require.
- Must be able to lift up to 35 pounds.