

TOWN OF WESTCLIFFE  
JOB DESCRIPTION FOR  
TOWN MANAGER

<b>CLASSIFICATION:</b>	Full Time (Exempt)	Salary
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### QUALIFICATIONS

The Town Manager must have sufficient skills to be able to perform each of the essential duties. The manager must pass a pre-employment drug test and a background check to the Town's satisfaction. The Town Manager must obtain the ICC certification as a Building Inspector and Plan Examiner within one year of hire and must have a current CDL or acquire one within 90 days.

### EDUCATIONAL BACKGROUND

The Town Manager must be a high school graduate.

### EXPERIENCE

The Town Manager should have experience in building construction. The Town Manager should have experience in zoning, organizational administration, grant writing, and personnel administration. The Town Manager should possess current computer skills with the following: Microsoft Office, CAD, ARC/GIS. The Town Manager should possess communications skills.

### DESIRED QUALIFICATIONS

The Town Manager should have knowledge of the community, positive experience in dealing with the public, supervisory experience and demonstrated problem solving ability.

Our ideal candidate will have a combination of the necessary experience and qualifications or an interest and willingness to learn.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

### ESSENTIAL DUTIES AND POWERS

The Town Manager is a Statutory Officer of the Town and will be responsible to the Mayor and the Board of Trustees ("BOT") for the duties outlined in paragraphs 1-13 below and such other duties as may be prescribed by ordinance, resolution or direction of the BOT. The Town Manager will be responsible to the Mayor and the BOT for the efficient administration and supervision of all Street and Park departments including organizing, training, hiring and firing all street and park personnel and maintenance. The Town Manager will not be responsible for the administration and supervision of the Town Clerk or Deputy Clerk. The Town Manager must coordinate daily with the Town Administrator/Clerk/Treasurer, who is the single point of contact for the Mayor and the BOT.

1. Develop, administer and enforce all ordinances, policies and regulations of the town, including matters related to personnel, zoning, building permits and inspections.

- a. Requires the ability to read and interpret Colorado Statutory and Constitutional law as it pertains to

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- Town government and to develop Ordinances in conjunction with the Town Attorney. The ability to stay current with new laws and how they might impact the Town.
- b. The ability to read and comprehend applicable State and Federal regulations and apply them as necessary to the policies and regulations adopted by the Town and to communicate such with the various State regulatory agencies, Trustees and citizens of the Town.
  - c. Deal with personnel issues both professional and personal in a thoughtful and legal manner that comply with the State and Federal regulations and Town policies.
  - d. Requires familiarity with the Land Use Code and how to apply it in various situations and to stay abreast of new laws and regulations and how they affect land use.
  - e. Basic knowledge of sound building principals, blueprint reading and building materials. Ability to read and interpret the IBC code books and to apply such to the construction of homes and commercial structures and to pass the Building Inspector certifications required to enforce the code and conduct inspections of work at all stages of construction.
2. Develop personnel policies and procedures. Supervise all Streets and Park personnel and delegate such duties as the manager deems appropriate. The manager shall evaluate, or cause to have evaluated all Street and Park personnel. The manager shall be bound by all personnel policies of the town and shall always follow fair, nondiscriminatory employment practices.
    - a. Policies concerning personnel are in place but may need modification from time-to-time. State and Federal regulations are constantly changing and as such requires that the Town Manager stay informed and updated.
    - b. Supervision of the Street and Park employees. Supervision requires knowledge of the abilities and talents of the employees and the materials they work with, as well as knowledge of the Town's infrastructure and utilities. The various materials include; Streets-asphalt, cold-patch, road base, culverts, concrete, equipment and signs. Parks- turf, fertilizer, aeration, sprinkler systems, trees and their care, playground equipment and the regulations regarding them, fencing and weed control.
    - c. Responsible for all proper maintenance on Town facilities and equipment.
    - d. Responsible for snow removal including operation of snow removal equipment.
  3. Recommend to the BOT such ordinances, regulations and policies as may be appropriate for the town.
    - a. This requires the ability to recognize problems, existing and future, and to recommend and write ordinances, regulations and policies that comply with State and Federal regulations and are a fit for small town application.
  4. Develop, procurement policies for town purchases and contracts including, policies for request for proposals.
    - a. The setting of policy for purchases and contracting for services goes beyond just establishing a protocol it requires that the manager research the company and the materials to be used on each project.
    - b. The writing of a request for proposal that is clear and concise is a must so that all bidders know precisely what the project entails, the specifications and the materials required to complete it. This gives all bidders equal footing.
    - c. Writing a comprehensive contract that reflects the requirements of the request for proposal and provides legal protection for the Town is essential. Reading contracts that are provided by the vendor requires the diligence to review them thoroughly for both the legal aspects and project specifications to ensure the Town is being protected and receiving what was requested.
    - d. Monitoring and inspecting projects for quality, proper materials and timeline.

5. Work with the Town Administrator/Clerk/Treasurer and BOT to develop an annual business plan and budget.
6. Keep the BOT advised of the future fiscal needs of the Town and all matters concerning the Town.
7. Organize and attend the planning and zoning meetings, including preparation of agendas, meeting materials and making certain that recommendations of the planning and zoning committee meet the requirements of the BOT.
8. Enforce all contracts and franchise agreements entered into by the Town and all Statutes and regulations which impose duties on the Town.
9. Attend Trustee meetings and workshops to report regularly on the status of Town business and activities and to advise the BOT with respect to issues facing the Town.
10. Respond to and address minor complaints from citizens and others, and report all major complaints to the BOT along with recommendations for action to resolve such complaints.
11. Perform such other duties related to the Town as may be requested from time-to-time by the BOT.
12. The Town Manager shall serve as the Risk Manager for the Town.
  - a. Requires the monitoring of insurance needs for the protection of the Town.
  - b. Review and oversight of necessary safety training to meet insurance requirements.
  - c. Field and investigate claims against the Town and manage the claims process as necessary.
  - d. Inspect Town facilities and holdings for potential safety hazards and remediate such hazards.
  - e. Prepare for annual insurance audit.
13. Highway Users Tax Fund:
  - a. Requires the completion of an annual inspection and report on the condition of the streets.
  - b. Keep an inventory of the streets and report improvements and additions.

### **REPRESENTATIVE SKILLS**

The following are representative of the kind of skills required on the job.

### **LANGUAGE SKILLS:**

The ability to read, analyze and interpret technical journals, financial reports and legal documents as well as write reports, business correspondence and procedure manuals.

The ability to respond to common inquiries and/or complaints from the public, employees or BOT, as well as to respond effectively to sensitive inquiries and/or complaints is essential.

The ability to effectively present information and respond to questions from groups of the public, employees or the BOT including sometimes controversial or complex topics is necessary.

**TWO-WAY COMMUNICATIONS:**

Town Manager must have strong interpersonal verbal and written communication skills to ensure that all communications are accurate and given with the appropriate level of urgency.

**TEAMWORK:**

The ability to be responsive, competent and seamless is important in the effort to run a well operating community. Cooperation, compromise, collaboration and unity of purpose are extremely important for any work group. The ability to support one another, take personal responsibility and live up to commitments is a key in any team environment.

**MATHEMATICAL SKILLS:**

The ability to apply mathematical concepts to practical situations is a must.

**REASONING ABILITY:**

The ability to 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.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the Town Manager to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the Town Manager is frequently required to talk or hear.

The Town Manager is required to stand; walk; sit; use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and taste or smell. The job is primarily a desk job.

The Town Manager must occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those the town manager encounters while performing the essential duties of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is frequently loud and sometimes very loud