

DILLON
COLORADO

TOWN MANAGER
Job Description

Department: Administration	Reports To: Mayor and Town Council
Status: Salary, Exempt	Wage Range: \$189,600 - \$265,440

GENERAL SUMMARY:

The Town Manager serves as the chief administrative officer for the Town, responsible for implementing the policies and directives of the Town Council, managing daily operations, overseeing municipal departments, and ensuring the efficient delivery of services to residents and businesses. This position requires strategic leadership, strong financial and operational management skills, and the ability to work collaboratively with elected officials, staff, and community stakeholders.

PRINCIPLE DUTIES:

- General Duties & Responsibilities
 - Administers and coordinates the day-to-day operations of the Town government in accordance with applicable laws, ordinances, policies, and directives established by the Town Council.
 - Provides professional advice and guidance to the Town Council on policy development, operational priorities, and community issues.
 - Directs and evaluates the performance of department heads and senior staff, fostering a culture of accountability, collaboration, and continuous improvement.
 - Oversees the recruitment, development, and retention of a diverse and skilled workforce; implements personnel policies.
 - Maintains knowledge of and makes recommendations to Council regarding governmental trends, proposed and adopted municipal, state, and federal legislation, and their effect on the Town's operations; ensures compliance with all applicable federal, state, and local regulations and mandates.
 - Represents the Town in negotiations, intergovernmental relations, and community events.
 - Develops and maintains effective communication channels between the Town Council, staff, and the public, ensuring transparency and responsiveness; Maintains a public relations program to keep the public informed of the activities, needs, and accomplishments of the Town.
 - Manages contracts, grants, and major projects to ensure quality, timeliness, and cost efficiency.

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- Identifies opportunities for operational efficiency, economic development, and community enhancement.
- Supervises the operation of all public utilities owned or operated by the Town.
- Manages Town properties.
- Responds to emergencies, public concerns, and media inquiries on behalf of the Town.
- Budget & Finance
 - Prepares, presents, and manages the annual budget; monitors revenues and expenditures to ensure fiscal accountability and sustainability.
 - Furnishes financial reports, at least monthly, to keep the Town Council apprised of ongoing financial conditions; notifies the Town Council of any conditions that represent a fiduciary concern; ensures that the Town's expenses are consistent with Town Council objectives and direction.
 - Prepares and coordinates with auditor all required documents for annual and periodic audits.
- Intergovernmental Relations
 - Establishes positive working relationships with local, regional, state, and federal partners.
 - Attends all meetings of other governmental agencies at which matters pertaining to the Town appear on the agenda or are expected to be raised, or keeps informed of such proceedings.
- Professional Development
 - Attends such meetings, conventions, or conferences and remains apprised of such publications as necessary to stay informed of latest municipal management trends.
 - Attends seminars, workshops, and trainings related to the Town Manager's duties and responsibilities.

QUALIFICATIONS:

- Bachelor's degree in public administration, Business Administration, Political Science, or a related field.
- Minimum of seven (7) years of progressively responsible management experience in municipal government or a related field, including supervisory experience.
- Master's degree in public administration or related field preferred.
- ICMA Credentialed Manager designation desirable.

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- Must be physically capable of operating vehicles safely, maintain a valid Colorado driver's license, maintain personal vehicle insurance coverage, and maintain an acceptable driving record (as determined in the Town's reasonable discretion). This position requires the ability to travel independently within Town limits to perform the assigned duties and responsibilities.
- Comprehensive knowledge of public administration principles, the role of elected officials in local government, municipal operations, budgeting, and financial management.
- Strong leadership and team-building skills with the ability to inspire trust and confidence.
- Ability to effectively manage a municipal government operation; knowledge of management techniques, principles, and practices as they occur in government organizations; knowledge of budgeting and staffing procedures and methods.
- Knowledge of Public Works operations and utility management.
- Knowledge of budget preparation and management sufficient to assure adequate budgetary control, and proper fiscal accounting.
- Proficiency with modern office technology; ability to effectively utilize technology resources to perform job duties, including without limitation word processing, excel, and document management systems.
- General knowledge of and familiarity with the Town's Municipal Code.
- Exceptional communication and interpersonal skills to work effectively with staff, the public, and partners.
- Ability to analyze complex issues, develop sound recommendations, and implement effective solutions.
- Political acumen to navigate sensitive issues while maintaining impartiality and professionalism.
- Public relations and personnel management skills with a demonstrated ability to communicate with people in a friendly and courteous manner, even in controversial circumstances.
- Ability to read, analyze, and interpret financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to direct and provide maximum services with limited resources.
- Ability to communicate effectively in oral, written, and electronic formats.
- Ability to function as a liaison between elected officials, citizens, Town departments, agencies, and the business community.
- Ability to analyze data and make appropriate decisions.
- Ability to effectively manage staff.
- Ability to travel as required.
- Ability to manage a range of tasks and prioritize responsibilities to meet deadlines.
- Ability to work independently as well as function effectively as a member of a team.
- Ability to work effectively in a fast-paced environment and to handle stress.

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- Ability to adapt to rapid changes in information, process, direction, or immediate workflow.
- Ability to attend evening and weekend events as required and respond to emergencies as needed outside of regular business hours.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Work is performed primarily in an office environment with frequent fieldwork and attendance at off-site meetings. Position involves frequent contact with the public and Town staff and officials. Work is frequently performed outside of normal business hours; the Town Manager is expected to respond to important situations and emergencies that arise regardless of whether they occur during or outside of normal business hours; the Town Manager is expected to attend Council meetings and community events that occur outside business days and hours. Sedentary physical work requiring ability to lift a maximum of 20 pounds; occasional lifting, carrying, walking, and standing; vision for reading and interpreting reports and documents; hand/eye coordination for operating computer; frequent speech communication and hearing to maintain communication with employees and the public.

SIGNATURE:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this *Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or physical requirements/working conditions associated with my job.* I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature

Date

Print Name

HR or Director/Supervisor Signature

Date

Print Name

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