

Town of Rico
Town Manager Job Requirements and Description
Updated 10/2016

The Town of Rico's Search Committee was appointed to assist with the search and hiring process for a new Town Manager. The proposed Town Manager candidate requirements are intended to be flexible with the understanding that the Town of Rico faces limitations in attracting a pool of qualified potential candidates, including, but not limited to the small local and regional population, limited housing stock, limited funding, etc.. Accordingly, many of the requirements listed below are stated in the alternative, and preferences are noted.

Job Title: Town Manager

Reports To: Mayor and Board of Trustees

Position Classification: Full or Part Time Employee as determined by Board of Trustees, Exempt

Prepared By: Search Committee Revision of Town Board description approved in 6/2009

Summary

Performs, directs and coordinates the administration, technical and professional work of the town government in accordance with policies determined by the Mayor and Board of Trustees by performing the following duties personally or through subordinate supervision:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates Town activities with other governments.
- Provides professional advice to the Board of Trustees and other Town employees; prepares reports for regular Town Board meetings, makes presentations to boards, commissions, civic groups and the general public.
- Communicates official plans, policies, and procedures to staff and the general public as directed by the Town board and in public news letters.
- Grant research and writing.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Performs and/or oversees the operation and maintenance of the water plant and distribution system.
- Performs and/or oversees road maintenance.
- Supervises Town staff, maintains harmony among workers and resolves grievances; assists other Town employees in performing duties. Administers Town Personnel policies. Interprets policies when needed, coordinates activities and evaluates performance of staff, develops job descriptions, etc.
- Perform Town staff performance reviews.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Ensures Town compliance with all state, federal, local laws and ordinances.
- Advises the Board of Trustees of financial conditions and current and future Town needs.
- Attends all regular and special meetings of the Board of Trustees.
- Recommends for adoption by the Board of Trustees such measures as he or she may deem necessary or expedient.
- Act as building official and work with contract building inspector to process building permits, perform inspections and site measurements.
- Point of contact for emergency management plans.
- Oversees and directs Town Planner and/or coordinates with contract planners
- Performs Town Manager duties as specified by state statute and the Home Rule Charter.

Supervisory Responsibilities

Oversees Office of the Town Clerk, Public Works, Town Marshal and contract staff. Carries out supervisory responsibilities in accordance with the the Town Boards direction as well as the policies

and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance on behalf of the Board; and resolving problems.

The job description does not create any property rights for job positions. All employees are "at will" employees as set for in Article 4.5 of the Home Rule Charter. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education / Experience

- College degree, preferably masters (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Management experience in a Colorado political subdivision
- Economic Development, including grant writing experience
- Land use planning experience (preferably direct experience in Colorado county or Colorado municipal land use planning)
- Long range planning experience
- Public works (water, sewer, street) experience, including administrative and/or management experience
- Parks and recreation experience, including administrative and/or management experience.
- Experience should include personnel management, financial management and public sector management principals, policies and practices; the ability to interpret and apply municipal policies and procedures, Town ordinances and Federal and State statutes. Ability to plan, organize, supervise and inspect the work of professional, technical and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues and in carrying out administrative responsibilities. Ability to establish and maintain effective working relationships with employees, Town officials, the business community, the general public and State, Regional and Federal officials. Demonstrated ability to maintain positive relationships with various private and public agencies and individuals as well as deal successfully with the public and other interested groups, which may have differing perspectives and interests. Demonstrated communication (written and oral), interpersonal, and organizational skills. Computer software experience, specifically spreadsheet, word processing, and accounting systems.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses

- intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
 - Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
 - Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
 - Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
 - Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
 - Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
 - Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
 - Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
 - Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
 - Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
 - Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
 - Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
 - Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
 - Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Motivates staff to perform their best; Continually works to improve supervisory skills.
 - Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
 - Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
 - Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.
 - Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
 - Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
 - Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
 - Strategic Thinking - Develops strategies to achieve organizational goals; Understands

organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.