



Town of Cedaredge
Employment Opportunity
Interim Town Administrator
Posted December 14, 2023

This is a temporary position to serve as the Town Administrator until such time that a permanent replacement for this position is hired.

The Interim Town Administrator shall execute the laws and ordinances of the Town and shall have the duty and authority to hire, suspend, transfer, and remove any Town Employee, except as otherwise provided in the Town Charter or by ordinance, and other powers and duties as provided by ordinance. The Board of Trustees shall appoint the Interim Town Administrator on the basis of fitness, education, competency, training, and experience. The Interim Town Administrator shall serve at the pleasure of the Board of Trustees, and he or she may be removed by the Board of Trustees at any time with or without cause upon the affirmative vote of a majority of the Board of Trustees. The Board of Trustees shall establish policies and procedures for a contract with the Interim Town Administrator, at their sole discretion. If the office of the Interim Town Administrator becomes vacant, the Board of Trustees shall appoint another interim replacement as soon as reasonably possible.

Job Description

Responsible to the Board of Trustees for the efficient and effective management of all administrative and operational departments of the town, including the recruiting, hiring, supervision, and evaluation of all town staff.

Supervision received:

Receives general direction from the board of trustees but will have a wide latitude for the exercise of initiative and judgment in the discharge of duties with full responsibility for those duties. Work is reviewed from the standpoint of general effectiveness in accomplishing objectives.

Supervision exercised: Supervises all department heads and town staff.

Specific duties and responsibilities: The following are illustrative only and are not all-inclusive.

Attends Board of Trustee meetings and Planning Commission meetings in an advisory capacity.

Prepare budget proposals for the board annually.

Administer the town budget after adoption and keep the board advised of the overall financial condition and future needs of the town, making suggestions and recommendations as needed.

Supervises and directs various town services to solve operational and administrative concerns.

Oversees financial management of the Town.

Directs and coordinates major capital projects, including funding.

Coordinate with Mayor regarding citizen complaints.

Respond to citizen requests personally, delegate to the appropriate staff or involve the Mayor based on the degree of request

Provide Town Board with status reports of town projects.

Keep abreast of current trends in the field of municipal management.

And other related duties as required.

Required knowledge, skills, and abilities:

Working knowledge of municipal organization, personnel management, finance and policy.

Ability to plan, supervise and direct the work of others.

Ability to analyze a variety of fiscal problems and make appropriate recommendations.

Ability to maintain effective working relationships with the board of trustees, town employees, and the public.

Ability to communicate effectively, both orally and in writing.

Required education and experience:

Bachelor's degree in business, public administration, or a related field.

Five years' experience may be accepted as equivalent, or any combination of experience and training resulting in the required knowledge.

Compensation: Based on the Town Wage Scale Dashboard the compensation will range between \$108,971.20 and \$146,660.80 depending on experience and education

Employment Benefits Include:

100% employer covered health insurance, dental, vision, AFLAC, retirement match, FICA match, worker's compensation, 11 paid holidays, golf greens fee privileges, Triad Employee Assistance Program, vacation leave, wellness leave, premium time (after one year of employment), life insurance, long term disability, and training/professional development.

Interested parties may deliver a letter of intent and a resume to Town Hall by end of Day January 4th 2024 and a Town of Cedaredge employment application (available on the website) to finmanager@cedaredgecolorado.com; by mail at PO Box 398, Cedaredge CO 81413; or by dropping it off at Town Hall, 235 W Main St., Cedaredge. Applications may also be obtained at Town Hall or by email. Town of Cedaredge is an EOE/ADA employer.