



JOB DESCRIPTION

TITLE: Town Administrator
DEPARTMENT: Administration
REPORTS TO: Board of Trustees

GENERAL DUTIES:

This position shall be appointed by the Board of Trustees and shall serve at the pleasure of the Board. The Town Administrator shall be the chief administrative officer of the Town of Buena Vista and is immediately responsible to and accountable to the Board of Trustees. The Town Administrator shall direct the day-to-day operations of the Town government. Areas of responsibility include, but are not limited to: recommend to the Board procedures regarding the efficient and effective administration of all municipal affairs, carry out policies and objectives established for the Town by the Board of Trustees, Community Development including development plan review, interpretation of Town land use and zoning codes and building permit review.

ESSENTIAL JOB DUTIES:

- Serves as Personnel Officer and administers personnel policy jointly with department heads.
- Supervises Town administrative staff and ensures proper administration and execution of the Buena Vista Municipal Code, of agreements and contracts executed by the Town, of ordinances and resolutions adopted by the Board of Trustees, of policies adopted by same and the satisfaction of goals and objectives adopted by the Board.
- Advises the Board on all matters coming before it.
- Attends meetings of the Board.
- Coordinates with the Town Treasurer on preparation and submission of the annual Town budget in compliance with Colorado state budget laws and ensures adherence of Town departments to the budget.
- Reviews, assesses completeness and provides staff reports on all application for development, subdivisions, zoning, zoning variances, special use permits, annexations and other community development matters to the Planning and Zoning Commission and the Board of Trustees.
- Reviews and approves all building permit application for compliance with the Municipal Code regarding use, zoning, setbacks, height and floodplain regulations.
- Provides staff support as necessary at Planning and Zoning Commission meetings.
- Provides direction and training for the Planning and Zoning Commission.
- Interprets the Comprehensive Plan and its applicability to Zoning and Subdivision codes while assisting with applications.
- Reviews all building permit applications for compliance with all aspects of the Municipal Code, codes adopted by reference and State and Federal environmental requirements.
- Serves as Town Floodplain administrator.
- Provides support in the creation and enforcement of the Town's Water Supply Protection Ordinance.

OTHER DUTIES AND RESPONSIBILITIES:

- Recruits and screens applicants for department head positions and recommends appropriate appointments or dismissals for said positions to the Board of Trustees.
- Advises the Mayor on setting the agenda and prepares the agenda for Board meetings and work sessions.
- Makes policy recommendations to the Board.
- Serves as principal public relations and public information officer of the Town.
- Serves as principal intergovernmental affairs officer of the Town
- Oversees professional and consulting services agreements entered into by the Town, including engineering, architectural, financial and legal agreements.
- Prepares special reports and undertakes special evaluations and analyses for the Board.
- Provides planning and support to Town advisory boards and commissions.

OTHER DUTIES AND RESPONSIBILITIES (continued):

- Develops and supervises, with the Town Treasurer, grant applications and awards.
- Represents the Board at policy meetings with Federal, State and County officials.
- Conducts regular staff meetings to review progress, budgets, strategies and plans for the Town.
- Works closely with Town legal counsel on behalf of the Town.
- Manages, directs and develops systems for long-range planning and prioritization of projects and programs.
- Assumes all other duties the Board of Trustees may assign.

MINIMUM QUALIFICATIONS:

Bachelor's Degree, Master's preferred, in Business or Public Administration, Urban or Regional planning or related fields from an accredited college or university. A minimum of three to five years experience in a City or County government including experience with finance and revenue issues and direct experience in personnel management and community development. Experience with a statutory Colorado Town would be a plus.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Colorado law as applicable to the operations, functions, policies and procedures of a statutory Colorado town government.
- Knowledge of the principles, practices and techniques of public administration.
- Knowledge of the principles and techniques of organization management and supervision.
- General knowledge of governmental accounting, financial reporting and budgeting.
- Knowledge and experience in development, subdivision and building permit plan review, zoning and land use regulation and general code enforcement.
- Ability to achieve intergovernmental cooperation between the Town and other governmental and non-governmental entities.
- Ability to work closely with County, State and Federal agencies.
- Experience in project planning and implementation.
- Facilitation and mediation skills.
- Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with employees, officials and public.
- Ability to assist in preparation of State, Federal and private foundation grant applications.
- Ability and desire to work with town advisory groups and other constituents to ensure community priorities are communicated, understood and are interlocked with Board and Town staff priorities.

SUPERVISION EXERCISED:

Direct supervision of the Town Treasurer, Town Clerk, Water Clerk/Deputy Town Treasurer, Administrative Assistant/Deputy Town Clerk, Police Chief, and Public Works Director.

WORKING ENVIRONMENT:

Primarily office environment.

POINT FACTOR ANALYSIS:

Factor I: 5E	II: 5C	III: 4C	IV: 5C	V: 3A		
Points: I: 350	II: 200	III: 150	IV: 200	V: 46	TOTAL: 946	GRADE: 16