



**Town of Buena Vista**  
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## **TOWN ADMINISTRATOR MARCH, 2017**

The Town of Buena Vista (pop. 2,736) is seeking a qualified individual for the position of Town Administrator. Located in the Upper Arkansas River Valley in the central mountains of Colorado, Buena Vista is known for its recreational amenities, beautiful views, historic character, and working class roots. More recently it has attracted the attention of second homeowners, early retirees, telecommuters, artisans, entrepreneurs, and others drawn to the quality of life that the community offers. Refer to a more detailed community description at [About Buena Vista, Colorado](#).

The Board of Trustees is seeking an individual with the leadership and community organization skills necessary to help an ambitious and diverse array of community interests work cooperatively with Town Staff (35) toward common visions of economic sustainability, quality of life, well-maintained infrastructure, and fiscal responsibility. 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 is a must. Refer to the [Town Administrator Job Description](#) for complete details. Salary range: \$67,805 – \$94,927.

The Town's most recent Comprehensive Plan was adopted in 2015. Other master plan documents, some in need of updating, include the Recreation Master Plan; Community Trails Plan; River Park Master Plan; Transportation Plan; Complete Streets Manual; Airport Master Plan; and Water Master Plan all of which are available for review on the Town's website ([www.buenavistaco.gov](http://www.buenavistaco.gov)).

The Town is financially healthy but has a significant list of capital improvement needs that will require thoughtful attention to prioritization and development of capital resources. The Town's 2016 Budget can be found on the Town website.

Refining the Town's organizational structure has had significant attention. In addition to statutory requirements that call for a Board of Trustees and Planning and Zoning Commission, Buena Vista benefits from the significant volunteer effort of a broad array of appointed advisory boards and committees. The long-standing advisory groups include: Trails, Tree, Recreation, Beautification, Water and Airport Advisory Boards with the recent addition of an Economic Vitality Advisory Board.

Active and immediate project priorities include: Airport improvements, oversight and marketing, US Highway 24 improvements, updating the Water Master Plan, Downtown revitalization, municipal facility acquisitions, land use code revisions, emergency response planning, and ongoing implementation of trail, park, and community facility improvements.

Medium term, completing overhaul of the human resource management system (classification and compensation schedule, performance review, and training program), updating purchasing policies, and continuing to implement information technology improvements are important internal administration issues. Ongoing attention to flood plain management is also important.

Longer term, attention to negotiating intergovernmental agreements with Chaffee County, storm water management, water resource development, ongoing streetscape development, and developing/maintaining infrastructure are significant concerns. Also of longer term significance is multi-modal transportation planning and future use of the railroad right-of-way through town.

Community resources and their websites include: Chamber of Commerce; Chaffee County Visitors' Bureau; Now this is Colorado; Chaffee County Economic Development Corporation; Chaffee County Government; Colorado Mountain College; Buena Vista School District; and Central Colorado Regional Airport.

***Application Instructions***

Submit cover letter, resume, and application (available on-line at [www.buenavistaco.gov](http://www.buenavistaco.gov) to): Administrator Search Committee Attn: Mayor Joel Benson by mail at Town of Buena Vista, PO Box 2002, Buena Vista, CO 81211; by email at [mayor@buenavistaco.gov](mailto:mayor@buenavistaco.gov); or in person at Town Hall, 210 East Main Street, Buena Vista, CO 81211. Closing date is Friday, April 28, 2017 at 5PM.