



## **Town of Kremmling**

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Kremmling, CO 80459-0538

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<https://townofkremmling.colorado.gov/>

## **JOB POSTING**

Kremmling is located in a beautiful Colorado mountain community with access to a variety of amenities. Our community boasts rustic appeal and is surrounded by wide-open public lands and breathtaking mountain views. Our community enjoys access to motorsports, fishing, hunting, hiking, camping, fishing, boating, and more. Kremmling is located within an hour of Silverthorne, Steamboat Springs, Breckenridge, and Winter Park. The ideal candidate is one who enjoys serving the community in a small-town mountain environment.

**Job Title:** Town Manager

**Keywords:** Administration, Chief Executive Officer

**Reports To:** Elected Board of Trustees

**FSLA:** Exempt (Full Time)

**Salary Range:** \$90,000 to \$138,950 annually

**Hiring Range:** \$90,000 to \$138,950 annually

**Dated Posted:** January 13, 2025

**Process Timeline:**

- Deadline to receive applications closes on: February 11, 2025
- Accepting applications: January 13, 2025, through February 11, 2025. We anticipate this posting closing on February 11, 2025, at 11:59 p.m., but the posting will remain if necessary.
- First Interview: to be determined.
- Second Panel Interview: to be determined.
- Finalist Posting: to be determined.
- Final Board of Trustees Interview: to be determined.

**Benefits**

Full-time non-exempt employees are eligible for benefits. The Town of Kremmling offers an excellent benefits package that supports quality work-life balance. Benefits include health insurance, dental, vision, MASA (Covers Expensive Emergency Ambulance and Medical Transportation Costs), 12 paid holidays, and paid time off. Relocation costs are negotiable for the final candidate.

**Summary**

Responsible for the day-to-day management of operations for the Town of Kremmling. Represents the Town in an official capacity at the national, state, and local levels. This Position has Administrative Supervisory and/or Management Responsibility for: all personnel as well as contract employees as necessary for completion of Town projects. The Town Manager reports to the elected officials.

**Preferred but not required qualifications**

- A degree in Business, Political Science, Economics, Public Administration, Non-profit Management, or a related degree obtained from an accredited college.
- Demonstrated experience in governmental relationships with community groups, agencies, private businesses, and other levels of government.
- Exposure or experience in grant writing, economic development, budgeting, and finance.
- Demonstrated experience in management duties and responsibilities associated with human resources, benefits administration, and payroll.
- An equivalent combination of education and experience may be considered.
- Must be able to read, speak, and write the English language.

**Licenses/Certifications:**

- Valid Colorado Driver's License with a satisfactory driving record.

**Working Conditions**

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 20 pounds.
- Must be comfortable working in a busy office environment with frequent interruptions.

**Conditions of Employment**

- Must pass a criminal history check and background check.
- Must pass motor vehicle records check.

The statements contained in this job description reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the workload.

The Town of Kremmling is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the Town to make all recruitment, hiring, and placement decisions, as well as other employment decisions on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex, or national origin, sexual orientation, gender identity, gender expression, disability, military status, genetic information, or any other status protected by applicable state or local law.

All applicants must be able to perform the essential job functions outlined above with or without reasonable accommodation.

**To Apply:** Email resume and application to [townclerk@townofkremmling.org](mailto:townclerk@townofkremmling.org).

## JOB DESCRIPTION

<b>Job Title:</b>	Town Manager
<b>Keywords:</b>	Administration, Chief Executive Officer
<b>Reports To:</b>	Elected Board of Trustees
<b>FSLA:</b>	Exempt (Full Time)
<b>Salary Range:</b>	\$90,000 to \$138,950 annually

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforce the local laws and ordinances as prescribed in the Kremmling Municipal Code.
- Evaluate staffing requirements and appointments and/or remove employees, excluding elected officials or board appointees. Monitor and evaluate employee performance, identify needs for professional development, and discipline employees according to personnel policies and procedures.
- Oversees and participates in the implementation and application of local and regional regulations concerning Town laws and ordinances. Develops procedures and guidelines for ensuring that standards are met and maintained for the enforcement of all laws and ordinances.
- Represents the Town in an official capacity concerning the interpretation of regulations and requirements, or policies. Meets with individuals, groups, community or regional organizations to discuss business and industry concerns regarding Town policies.
- Oversees and manages the Town's departments. Attends Board of Trustees and Planning Commission meetings. Meets with department heads and employees to solve organizational problems. Establishes administrative and other related regulations and requirements.
- Develops the budget for the Town, monitors progress against budget, and approves expenditures associated with managing the Town and its staff.
- Reviews and updates personnel policies, including recruitment, selection, and training.
- Acts as purchasing director for the Town, which may include, but is not limited to, the following: providing bid specifications for proposals, recommending the award of the bid to the Board of Trustees, monitoring work progress, approving change orders, and other duties as required.
- Acts as economic development director for the Town by meeting with prospective business leaders and developing incentive packages for attracting businesses.
- Acts as Planning Director for the Town. Reviews all and approves, where authorized all development applications
- Attends conferences and seminars to keep abreast of the current trends in the field of municipal management.
- The Town Manager also serves as Human Resources Director and provides guidance to the executive staff. The Town Manager oversees recruiting and hiring new employees, managing employee relations, administering benefits and compensation, ensuring compliance with labor laws, overseeing training programs, handling disciplinary actions, and maintaining employee records, all while fostering a positive work environment.
- Performs other duties as required by Town ordinance or directed by the Board of Trustees.

### DESIRED MINIMUM QUALIFICATIONS

#### Education and Experience

*Preferred but not required qualifications degree in Business, Political Science, Economics, Public Administration, Non-profit Management or related degree obtained from an accredited college.*

- Demonstrated experience in governmental relationships with community groups, agencies, private businesses, and other levels of government.
- Exposure or experience in grant writing, economic development, budgeting, and finance.
- Demonstrated experience in management duties and responsibilities associated with human resources, benefits administration, and payroll.
- An equivalent combination of education and experience may be considered.
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**Licenses/Certifications:**

- Valid Colorado Driver's License with a satisfactory driving record.

**Necessary Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- Knowledge of management principles and practices.
- Knowledge of administration planning principles; human resources management principles and practices, and supervisory principles and practices.
- Skills in evaluating organizational operations (including costs, staffing, scheduling, and related areas) and formulating recommendations.
- Skill in utilizing problem-solving and negotiation strategies.
- Skills in managing the annual budget and monitoring the monthly financial statements.
- Ability to write reports with sufficient detail to enable the reader to identify and understand all pertinent facts.
- Knowledge of current technological capabilities and applications.
- Ability to establish and maintain effective working relationships with other professionals, subordinate employees, media, other organizations, Board members, other advisory councils and the general public.
- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out the budgetary/financial regulations and requirements.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology.

**EQUIPMENT USED:**

Vehicle, telephone, calculator, computer, copiers, fax, typewriter, and other business/office equipment.

**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:

- Ability to conduct activities involving walking 10% of the time, standing 10% of the time, and sitting 80% of the time.
- Ability to grasp and manipulate office and similar other tools and materials.
- Ability to conduct activities involving balancing, stooping, kneeling/bending, twisting, climbing, and reaching on a moderate basis.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice, and other auditory tones.
- Ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to fulfill responsibilities of the position.
- Ability to use a computer for prolonged periods of time.
- Ability to operate a vehicle or use public transportation.
- Must be comfortable working in a busy office environment with frequent interruptions.
- Walk, stand, stoop, bend, and sit while performing duties. Repetitive hand movement while keyboarding, writing, and sorting paperwork. May lift with or without assistance storage boxes containing filed paperwork.

## **WORK ENVIRONMENT**

Approximately 80% of this position's duties are performed within an indoor or a protected environment. The incumbent may be exposed to adverse weather and/or unfavorable traffic conditions while driving from the primary business location to field locations on a frequent basis.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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