



## TOWN OF NEDERLAND Town Administrator/Zoning Administrator Position Description

Position/Job Title:	Town Administrator and Zoning Administrator
Department:	Administration
Hiring Range:	\$75,000 – \$85,000 annually
FLSA:	Salary, Exempt

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### ***Nature of Work:***

Performs professional, administrative, managerial and supervisory duties to implement the policies and directives of the Board of Trustees. The Town Administrator has broad responsibility in financial planning and management, personnel administration, insurance and risk management, procurement, asset protection, community grant administration, emergency management, and public relations. As Zoning Administrator, responsible for community development, land use, and zoning issues.

### ***Supervision Received:***

The Town Administrator reports to the Board of Trustees.

### ***Supervision Exercised:***

Provides direct supervision to department heads. Oversees relationships with contractors such as the Town Attorney, Municipal Judge, Town Prosecutor, On-call Engineers, and IT Consultant.

### ***Essential Responsibilities and Duties:***

- Attends all Board of Trustee meetings to present or direct the presentations of operational and business matters; advises the Board regarding statutory and Town ordinance/code mandates; advises the Board on other matters for effective administration of Town services and funds; attends as necessary the meetings of other boards, commissions, and committees to advise or provide staff support.
- Oversees the development of short- and long-range plans of all areas of Town administration including personnel and staffing requirements, major construction projects, funding sources, and major purchases.
- Performs duties as Zoning Administrator to plan and direct community development. Attends the Board of Zoning Adjustments and Planning Commission meetings and hearings and is a resource to report on zoning issues and provide advice on related concerns. Directs staff support of the Planning Commission in development and implementation of the Comprehensive Plan, as directed by the Board of Trustees.

- Oversees Planning and Building staff in the review and processing of development and land use applications, zoning requests, and Code interpretation. Works closely with the Town Attorney when legal interpretation is required.
- Attends community, intergovernmental, regional, and state meetings to advance critical partnerships and collaborations. Acts as Town representative to obtain/share information, explain policies and goals, and gain cooperation and support.
- Oversees the development and submission of grant proposals in order to obtain funding for Board-sanctioned Town projects; ensures administration of grants through designated staff for funded projects and initiatives and monitors the progress and quality of work.
- Provides direct supervision to all department heads, Town appointees, and assigned staff (Deputy Town Administrator, Town Clerk, Marshal, Treasurer, Nederland Community Center Manager, Public Works Manager, Attorney, Judge, and Prosecutor). Assigns duties and/or approves work projects to carry out the policies of the Board of Trustees. Facilitates monthly department head meetings.
- Performs quarterly goal setting and outcomes meetings with department heads and assigned staff which culminate into an annual review at the end of the year.
- Oversees hiring and termination of all Town employees other than Town appointees. Makes hiring and firing recommendations to the Board of Trustees, as needed, related to Town appointees. Develops and monitors the implementation of human resource policies and procedures. Approves annual workers compensation insurance policy and all employee benefit products and services.
- Supervises the budgeting and finance team in preparation and submittal of the annual budget and supplemental budget requests to the Board of Trustees; reviews purchases and expenditures for compliance with budgetary thresholds and Town financial policies. Is accountable for meeting budgetary goals and restrictions.
- Incumbent oversees major purchases, renovation and construction projects, land acquisition, and negotiations. Ensures the proper care and management of all Town land, real property, building, and equipment. Approves the annual contract for property and casualty and liability insurance. Works closely with the Town's designated risk manager.
- Works closely with the IT Consultant and department heads in maintaining and upgrading telecommunications, internet, and computer technologies.
- Primary media contact, along with the Mayor, and oversees all Town communications. Communicates with elected and appointed officials, and the public, professionally and with diplomacy.

- Oversees emergency preparedness, response, and recovery for the Town. Works closely with the Boulder Office of Emergency Management and Multi-Agency Coordinated Systems team and participates in Hazard Mitigation planning. Interacts with area nonprofits and the Nederland Community Center Manager in the preparation and activation of an emergency shelter when needed. Communicates emergency messaging throughout the Peak-to-Peak region by partnering with the Intermountain Alliance and Boulder County Amateur Radio Emergency Services and utilizing current technologies such as group text messaging and social media. Along with the Mayor and Public Works Manager, Town Administrator is a primary FEMA contact in all flood related matters including flood plain management.

***Required Knowledge, Skills, Abilities:***

- A. Demonstrates adherence to ethical standards and models same for employees.
- B. Ability to work non-traditional and extended hours, be available to respond quickly to emergency needs, and oversee multiple projects simultaneously.
- C. Ability to execute long- and short-term plans to reflect the policies and goals of the Board of Trustees.
- D. Considerable knowledge of the theories, practices, and procedures of municipal administration; ability to apply these principals to the general management of the Town personnel and resources.
- E. Considerable knowledge of governmental budgeting and the ability to apply the same to the creation and execution of annual budgets; considerable knowledge of funding sources.
- F. Considerable working knowledge of laws applicable to municipal management.
- G. General knowledge of personnel administration and the statutes governing employment.
- H. General knowledge of research techniques; ability to analyze and interpret data and statistics.
- I. Ability to establish and maintain effective working relationships with all Board/commission/committee members, Town staff, citizens, the general public, and other agencies' personnel; ability to communicate effectively, both orally and in writing.
- J. General knowledge of emergency preparedness, response, and recovery management especially related to local governments.

***Education:***

Bachelor's degree in municipal administration or a closely related field; Master's in Public Administration or related field is highly desirable.

***Experience:***

Minimum of five (5) years of progressively responsible work in the field of municipal administration; experience in a small municipal setting preferred. Minimum of three (3) years of supervisory experience.

- Will consider an equivalent combination of education and experience.

***Necessary Special Requirements:***

Ability to operate personal computers and utilize related software, including computer word-processing, database and spreadsheet applications.

***Working Environment/Physical Activities:***

Generally sedentary at a desk, exerting up to 10 pounds to carry, push, pull, or move objects. May require moderate lifting of 15-45 pounds under some circumstances. Other duties include filing, resulting in reaching, bending, and standing. Extensive typing and data entry requires use of fingers and wrists and sitting for long periods of time in close proximity to a computer screen. Job requires reading, writing, keyboarding, hearing, verbal communication, and visually observing situations. Environmental factors include working closely with others in a closed office setting, working with office machinery and exposure to noise. Ability to drive a motor vehicle. Exposure to a variety of weather conditions and temperatures, slippery/uneven surfaces. Job requires working alone and as a member of a team, and may also require some overtime work.

***Licenses or Certificates:***

Valid Colorado Driver's License at the time of hire.

***Benefits & Pay:***

- 1) Starting pay is \$75,000 – \$85,000 per year, depending on qualifications
- 2) Employer-sponsored health, dental, and vision insurance
- 3) Employer-sponsored 457(b) retirement account, up to 4% employer match
- 4) Generous vacation and PTO package, including 12 paid holidays
- 5) Free pass to Nederland Community Center gym
- 6) Free EcoPass (bus pass)
- 7) Access to Employee Assistance Program (EAP)
- 8) Short-term and long-term disability insurance at no cost to employee
- 9) Life insurance policy (\$50,000)
- 10) Healthcare Flexible Spending Account program (optional)

***All duties and descriptions listed in this job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the organization and requirements of the position change.***

***The Town of Nederland does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, marital status, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.***