



Collbran Board of Trustees
Special Meeting Agenda
Wednesday, May 14, 2025, 6:00 PM
Collbran Town Hall 1010 High Street
and Via Zoom
[Join the Meeting via Zoom](#)

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Changes or Deletions to Agenda
5. Persons not on the agenda
 - a. Please limit comments to three (3) minutes and address your comments directly to the Mayor.
 - b. Identify yourself by name and address when making comments.
 - c. Comments should be courteous, civil and constructive.
 - d. Town Board will make no decision nor take action, except to direct the Town Manager or Town Attorney.
6. Staffing Discussion
 - a. Town of Collbran Status Report
 - b. Administrative Assistant Job Description
 - c. Finance Director Job Description
 - d. Town Administrator Job Description
 - e. Administrative Assistant-Temp Employee
 - f. Staffing Evaluation, Advisement and Assistance
7. Consideration of Contract Appointment for Professional Services of Dustie Colella as Interim Town Clerk/Treasurer
8. Adjournment

Possible Board Work Session may Follow Regular Meetings

Work Sessions are for the purpose of Board members informally receiving reports and discussing town business. No formal action shall occur at a work session. Any decisions proposed during a work session shall be approved at a subsequent board meeting in the appropriate manner.

NOTICE TO READERS: Town Board meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the Trustee's part as issues have been discussed by Trustees in workshop or committee meetings which are open to the public. **The Board of Trustees may take action on any of the agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.**

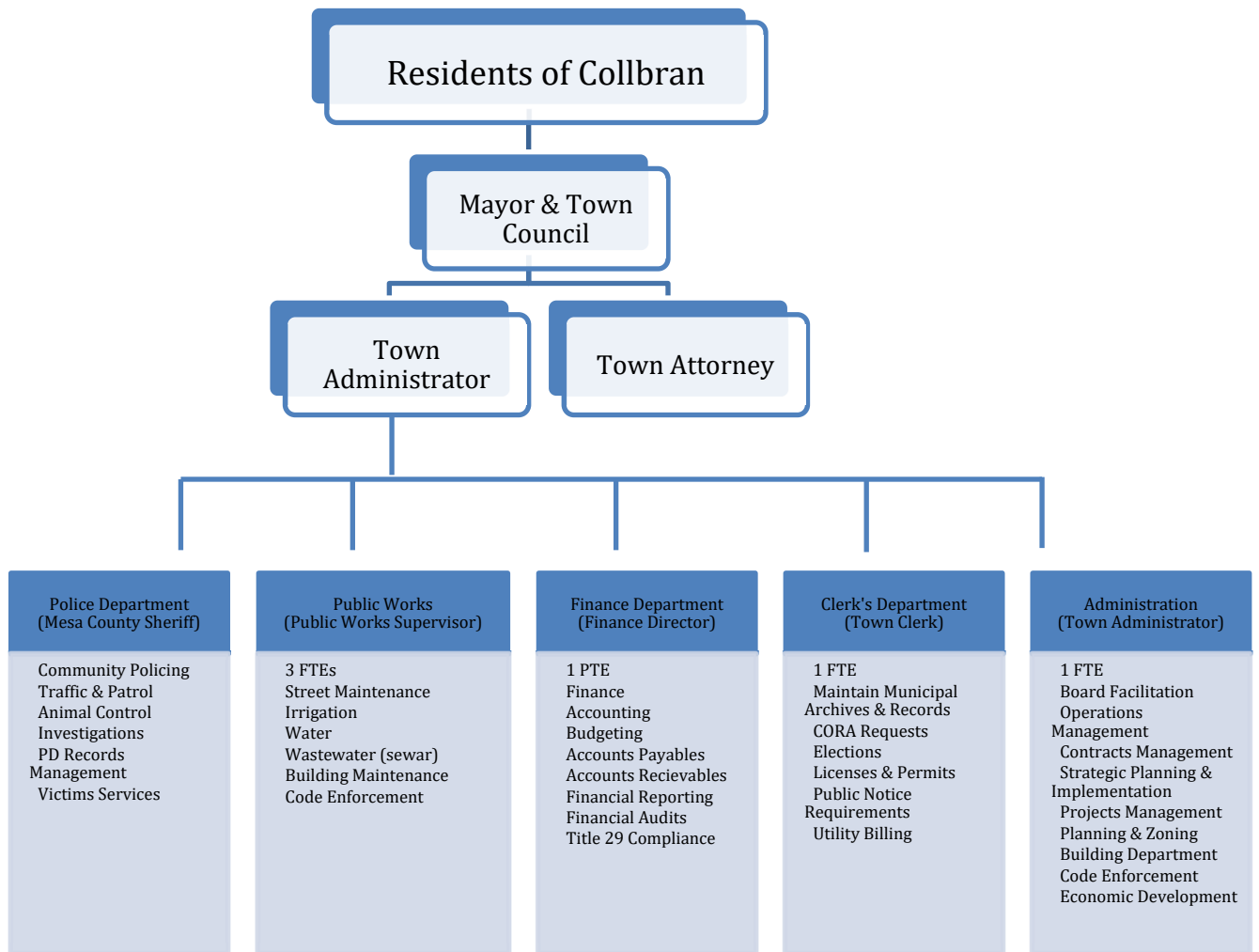
PUBLIC INVITED TO ATTEND: The Public will be limited to three minutes each unless prior arrangements have been made with the Town Clerk or Administrator. Town Trustees may not respond to your comments on this evening, rather, they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up.

Status Report

This document is intended as a high-level overview and is not inclusive of all information necessary to manage the functions of the Town of Collbran, Colorado organization. The information contained herein is accurate as of May 06, 2025.

Organizational Structure

The organizational chart below provides a brief overview of the duties of Town Staff and is not indicative of the entirety of each position's duties and responsibilities. It is intended to give high level examples of the type(s) of professional work done by each department within the Town.



Finance Department, Status Report

The Finance Department requires at minimum one (1) three quarter-time Finance Director whose job function is dedicated to management of the finance operations including but not limited to budgeting, payroll, accounts payable, banking, financial and grants reporting. As of May 07, 2025, the Finance Department has no staff. This vacancy will need to be filled immediately. The Finance Director should have the education and experience to complete the functions of the job, such as, a degree in accounting or finance, experience with fund accounting, and experience in municipal government finance. Preferably the finance director will have a Certified Public Accountant (CPA) or Certified Management Accountant (CMA) designation.

Public Works Department, Status Report

The Public Works Department is fully staffed by three (3) full-time employees, no staffing vacancies exist currently in Public Works, and this is of great benefit to the Town.

Town Clerk's Department, Status Report

Outline of Current Responsibilities, Duties, and Tasks

One staffing challenge that the Board will need to address immediately, in addition to several other items, is that the current Interim Town Clerk/Treasurer is in the office approximately twelve (12) hours to twenty (20) hours per week; very limited time to no time for training has been made available to the current administration. If this remains the only staff member the Board retains, Town Hall will have very limited hours of operation, and any expectations of all the work getting done by one staff member are unrealistic. It will set the individual up for imminent failure and prove to be the demise of the organization.

The current contract term is 90 days for Interim Town Clerk/Treasurer. Services end on May 11, 2025, it is up to the Board to determine the next steps for staffing that Board appointed position. Recommended training courses to date have not been completed due to limited available time. Key Priorities currently are:

- 2026 CIRSA Town Insurance Renewal - outstanding
- Ongoing Management of Text My Gov Communications
- Ongoing Management of Town Social Media Communications
- Ongoing Utility Billing, Utility Billing Customer Service, & Take Utility Payments at Reception Desk
- Ongoing Reception Customer Service
- Update YouTube Channel with Board of Trustee Zoom Meeting Recordings
- Prepare Minutes for Board of Trustees Meetings (action minutes only)
- Manage Zoom During Board of Trustees Meetings
- Elections Duties

Organizational Culture

The status of the Town Hall offices were in good order upon my arrival, and good order upon my departure. Files were well organized chronologically both in what records were in electronic and paper format. The former administration clearly had developed excellent working relationships with Contractors, Local, County, Regional, State, and Federal partners. This is evidenced in not only communications with partners, but also by including but not limited to by the \$6.3 million dollars' worth of grants which Collbran has been awarded in the last five (5) years. It is not common to see a community the size of Collbran with such limited staffing obtain grants of this size and manage the scope of work operationally.

The Board is urged to work with Staff collaboratively, letting the past remain in the past, and move forward as a *team*. The unfortunate reality of the current organizational culture is not conducive to recruiting or retaining *qualified* Staff based upon current Board-Staff relations. The Board is encouraged to foster an organizational culture that is indicative of "US/WE" rather than the current "US vs. Them/Board vs. Staff" environment. It is the responsibility of every member of the Board of Trustees to work together in a collaborative manner with Staff to ensure the future success of the organization.

The separation of Policy and Operations is also key to the success of local government municipal operations. In local government, the separation of policy and operations ensures that elected officials (legislative branch, in Collbran's case this is the Board of Trustees) make decisions about what to do, while appointed officials (executive branch, in Collbran's case this is the Town Administrator/Manager) implement those decisions. This structure helps prevent conflicts of interest and promotes efficient governance. This *separation of policy and operations* also helps to maintain a balance of power, prevents overreach by any single branch of government, and ensures accountability. It also allows for professional expertise in the executive branch to implement policies effectively.

Also pertinent to the success of the organization, the Town Board is strongly encouraged to take the advice of their Town Attorney. Choosing to disregard advice from the Town Attorney has the potential to put the entire organization at risk and can lead to personal liability as expressed in the DOLA training sessions and CIRSA training sessions that the Board participated in in June of 2024 and in April of 2025. Elected members of the Board are leaders in the Community and leaders in their respective Municipal Government Organization(s) and are not separate from their organizations and are a crucial part of its success. Taking an adversarial position with the organization as a Board member can be detrimental to the success of the organization, both the Board and Staff.

Structural Leadership Gaps

Structural leadership gaps after May 09, 2025 will include the Town Administrator, the Finance Director, and 30 days later June 05, 2025 the Town Attorney. The Town currently has a Town Clerk & Treasurer that works approximately twelve (12) to twenty (20) hours per week, which is not enough to sustain the current operations. It is pertinent to the success of the organization that the Board recruit and retain staff who has the professional and financial acumen, knowledge, and expertise to manage the day-to-day operations of the organization,

also ensuring compliance with State Laws and regulations that govern municipal operations and financial management (e.g. Title 29 and Title 31).

While the Town is not required to have a Town Administrator/Manager, and does only require the Town to have a Town Clerk, the professional expertise brought to the table by these two complimentary positions is vastly different, and both are pertinent to the Town's operations continuing to function at a high level. A Town Clerk may not have the experience required to manage the breadth of projects, grants, and strategic planning underway in Collbran, and an experienced Town Administrator/Manager will. The two (2) positions are very different roles with very different levels of educational requirements and responsibilities. Again, they are complimentary roles, and not interchangeable roles.

It is recommended that the Board maintain the current structure of the organization by filling the structural leadership gaps with a minimum part – time Administrator/Manager to manage the day-to-day operations of the Town. The complexity of projects and professional expertise necessary to manage the scope of projects requires a qualified Administrator/Manager, in addition, a full-time Clerk, and part-time Deputy Clerk. Experience in these complimentary roles is vastly different, and the recommended structure is necessary to ensure not only proper separation of duties but compliance with state laws (e.g. Title 29 and Title 31) and that the Town will have enough Staff to manage and complete the work necessary to operate the functions of the organization. Last but certainly not least, the Town Board will need a licensed qualified Town Attorney who *specializes in Municipal Law*.

The Board is urged to work collaboratively to get past their current challenges to agree upon an organizational structure which determines what positions will be recruited for and hired by majority of the Board. These challenges can be turned into opportunities to work together collaboratively for the betterment of the community and the organization. In the current board climate, with the general lack of collaboration and unhealthy communication with Staff, it would take an additional six months to one year to reorganize, recruit, and train a new professional level staff as approved in the 2025 budget.

Board Retreats & Strategic Planning

There were some questions from members of the Board at the April 09, 2025, meeting surrounding the importance of participating in a Board retreat. A board retreat is a dedicated event for a board to focus on strategic planning, team building, and addressing critical issues facing the organization. It's a time to delve deeper into discussions than regular meetings allow, and to engage in focused strategic thinking. The purpose of a board retreat is strategic planning, team building and good governance, and addressing specific issues.

First, strategic planning consists of setting goals and priorities, reviewing existing strategies, and responding to change. Retreats provide a space to discuss and develop the organizations' long-term vision, goals, and strategies for achieving them. They allow for a thorough review of current strategies to identify areas for improvement or adjustment. Retreats are valuable for adapting to changes in the external environment and addressing emerging challenges and opportunities.

Second, retreats are extremely important to team building and good governance. Board retreats foster stronger collaborative relationships among board members and staff, leading to better collaboration and healthy communication. They can help board members better

understand their roles, and responsibilities, improving effectiveness. Retreats can be used to assess the board's performance and identify areas for development or improvement.

Lastly, retreats offer opportunities for board members to receive necessary training and development in areas where they need to enhance their skills or knowledge. They can provide a space for boards to tackle specific issues or challenges facing the organization.

In conclusion, strategic planning is pertinent to the success of the organization. Challenges for the Board in staffing the Town remain the Board's inability to collaborate and create a strategic plan in conjunction with current staff during a retreat process. The focus of Board meeting goals and objectives often turns from the objectives of addressing pertinent Town business to minutia details of the staff's work. Micromanagement of Staff is not healthy for organizational operations; it among other things has the potential to create a hostile work environment in any organization. In local government organizations it is pertinent to respect appropriate boundaries of the roles and responsibilities surrounding the separation of policy (e.g. Municipal Code, Ordinances) and operations (e.g. Executive Management of the Day-to-Day Operations of the Town).

Board Collaboration and Training

Though the Board of Trustees was not able to nail down a coordinated time to meet in a Board Retreat format, during the initial introduction meetings board training was one piece that was consistently brought up as an opportunity for the Board. Over the last few months, the Board was provided with several training resources via email. One such resource is the Colorado Municipal League (CML), and another is the Colorado Intergovernmental Risk Sharing Agency (CIRSA). Being open to learning and building the skills that make elected officials effective will quickly prove to be an asset to the Board, the Staff, and last but certainly not least the Community. Going into training sessions, retreats, and meetings with an open mind and ready to really hear and learn with the interest of the community at heart will make any training, strategic planning session, or meeting more effective for any community.

Colorado Municipal League (CML):

CML provides municipal officials with the skills and education necessary for good governance in Colorado's cities and towns through a variety of learning opportunities (traditional in-person workshops, short lunchtime seminars, and convenient online webinars) on numerous topics throughout the year.

CML believes that municipal elected officials who invest the time and resources to participate in educational events to increase their knowledge of municipal government should be recognized. For this reason, in 1991 the CML Executive Board created an elected official's leadership training program, now known as CML's [MUNiversity](https://www.cml.org/docs/default-source/uploadedfiles/resources/muniversity/2016-muniversity-brochure.pdf?sfvrsn=300c057a_0). Here is a program brochure: https://www.cml.org/docs/default-source/uploadedfiles/resources/muniversity/2016-muniversity-brochure.pdf?sfvrsn=300c057a_0

Registration is now open for the **CML Annual Conference**. This is a great experience to have and if you haven't attended yet, it is recommended that at least one or two board members attend this year. It is a chance to learn, connect and collaborate with municipal leaders from

across Colorado. It is an opportunity to be part of the conversations shaping our communities across the State.

2025 CML Annual Conference: June 24 to June 27, 2025, Beaver Run Resort; Conference Center Breckenridge, CO - Link to the agenda: <https://www.cml.org/conference/2025-program>

Colorado Intergovernmental Risk Sharing Agency (CIRSA):

Another great resource for Board Members is CIRSA. CIRSA provides municipal governments with Insurance Coverage. They have several training materials online that are available to us tailored to Elected Officials. Here is a link to their Elected Officials online training page: <https://www.cirsa.org/safety-training/elected-officials/> The handbook available via this link was printed and provided to each member of Board.

Books Provided to the Board of Trustees

The board has been provided with the following books to support them in their roles:

1. *Ethics, Liability, & Best Practices for Elected Officials Handbook*, 2nd Edition, by CIRSA and CML
2. *Bob's Rules of Order Colorado Local Governments Simplified Parliamentary Rules for Public Meetings*, by Robert C. Widner
3. *13 Ways to Kill Your Community*, by Doug Griffiths, MBA, with Kelly Clemmer, 2nd Edition

Previous Board Trainings

In June of 2024, three members of the Board participated in training with DOLA and CIRSA during public meetings. This training was provided again in April of 2025, and it is recommended that refresher training in Collbran occur annually with both DOLA and CIRSA.

During the April 09, 2025 Board of Trustee Regular Meeting, Department of Local Affairs (DOLA) Training was provided by Dana Halvac, DOLA Regional Manager. Trustees present for that training session were Mayor Wilcox, Trustee Winkleblack, Trustee Price, Trustee Bethel, and Trustee Stahley.

During the April 22, 2025 Board of Trustee Regular Meeting, Nick Cotton – Baez, Associate General Counsel with the Colorado Intergovernmental Risk Sharing Agency (CIRSA) provided training for the Board. Trustees present were Mayor Wilcox, Trustee Price, Trustee Bethel, and Trustee Stahley.

Important Note about Board Collaboration and Trainings Listed Here

The trainings listed above are geared toward elected official success and do not replace or teach what a professional brings to the table. Professional staff come with the education, training, and years of experience to operationally manage the organization which Board members do not possess.

TOWN OF COLLBRAN

Administrative Assistant

Department/Division: Administration
Job Title: Administrative Assistant
Location: Collbran Town Hall, 1010 High Street
Effective Date: 9/1/19
Revision Date:
Reports to: Town Administrator/Town Clerk/Treasurer

General Statement of Duties

Provides general office support for a variety of clerical activities and tasks including answering incoming calls, managing the reception area, assisting with community events, and organizing office communication and activities on a day-to-day basis.

Supervisory Responsibilities

N/A

Duties and Responsibilities

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Collbran retains the right to modify or change the essential and additional functions of the job at any time.

- Coordinates day to day needs of Town Hall including mail distribution, filing, ensures Town Hall is open to the public at designated times, notifies Manager of any problems or concerns. Maintains Town bulletin boards.
- Answer telephones and direct the caller to the appropriate person; transfer caller to voicemail when the appropriate person is unavailable; takes and retrieves messages
- Greets and directs visitors at Town Hall; manages town hall and reception area to maintain a professional image; weekly cleaning
- Places high priority on quality customer service and demonstrates continuous effort to improve operations.
- Is responsible for the posting notices, taking meeting minutes, and completing all meeting functions; supports Board activities, functions and needs as directed by the Town Administrator. Attends meetings to represent Collbran as directed by the Town Administrator.
- Coordinate the repairs and maintenance of office equipment, including copier, fax machines, computers, printers, etc.
- Manage community facility reservations. Maintains and updates Town Calendars to include in house, rodeo grounds, website.
- Type correspondence and reports; edit and update various spreadsheets

- Maintains and disposes of all Town files and records in accordance with state archival guidelines and Town policies; maintains all Town Codes and Policies to ensure all changes and updates are incorporated accordingly. Maintain confidential records and files
- Assists the Town Administrator/Town Clerk/Treasurer with court, liquor licensing, file management, and elections as requested.
- Assist the Town Administrator, Marshal, Finance Director, and Public works on various assigned tasks.
- Performs monthly utility billing, sends out late notices to utility customers. Maintains customer files including purchase transfers. Accepts and processes monthly payments; Operates, maintains, reconciles the cash drawer.
- Assist with the planning of community events including coordination with other community organizations for the 4th of July, Oktoberfest, Cowboy Christmas, and any other events identified each year. Assists with coordination of Town beautification efforts including decorations and banners as directed by Town Administrator.
- Perform other related duties as required

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential/additional duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential/additional functions.

Education, Training, Experience

- High School diploma or GED.
- One to Three years of office experience. Local government experience desired; or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

Knowledge, Skills, and Abilities

- Excellent time management and multi-tasking skills
- Computer literacy and data entry
- Planning and organizational skills
- Detail oriented
- Ability to work in a busy office with constant interruptions
- Ability to work with a wide variety of people on various issues.

Language Skills

- Ability to respond to the common inquiries and/or complaints from the public, employees, or the Board of Trustees.

- Strong written and oral communications.

Other Skills and Abilities

- Extraordinary customer service
- Demonstrates ability to use a typewriter, general computer skills, and associated hardware and software, calculator, fax machine, telephone, and copy machine.
- Interpersonal relations, organizational skills, and detail oriented.
- Organization services and community resources.
- English language, proper grammar, punctuation, and spelling in other oral and written communications. Current business letter writing techniques and methods.
- Apply appropriate decision making within scope of work procedures.
- Interpret and apply a variety of department policies and procedures.
- Maintain sensitive and confidential client information.
- Ability to work closely with the Town Staff, County, State, and Federal agencies.
- Perform varied administrative tasks. Example: Set deadlines and complete projects accordingly.
- Ability to read and interpret local codes and ordinances and state statutes and apply to problems or projects

Environmental and Physical Conditions

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential/additional functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential/additional functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools, or controls, listen and talk. The employee is frequently required to sit and reach with hands and arms.
- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Requires the ability to sit and perform administrative and computer work for significant periods of time.

- The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move at least 25 pounds.
- Incumbent is required to work after normal work hours to attend governmental meetings.

Working Conditions

- Works under deadlines, stress, accuracy, standard office environment, and additional hours above and beyond normal work week when required. Work is primarily conducted indoors.
- There may be circumstances in which field work is necessary.
- Field work and visits to various municipal facilities may require an ability to maneuver in construction sites, climb ladders or stairs, and ride in heavy equipment.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job the employee occasionally works near moving mechanical parts.

TOWN OF COLLBRAN

FINANCE DIRECTOR

Department/Division:	Administration
Job Title:	Finance Director
Location:	Collbran Town Hall, 1010 High Street
Effective Date:	10/01/2018
Revision Date:	
Reports to:	Town Administrator/Clerk/Treasurer

General Statement of Duties

Performs a variety of complete professional and technical accounting and finance functions in maintaining the fiscal records and systems of the Town. Oversees the daily administration of accounting and finance functions of the Town of Collbran. Is responsible for directing and administering the Town policies and procedures and the overall efficient administration of fiscal records of the Town. This position reports to the Town Administrator.

Supervisory Responsibilities

N/A

Duties and Responsibilities

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Collbran retains the right to modify or change the essential and additional functions of the job at any time.

- Establishes and maintains a system of accounts for the Town as required by law; posts and reconciles all accounts; keeps a separate account of each fund and appropriation and debits and credits belonging thereto. Maintains a complete and accurate filing system of all accounts in accordance with State and Federal law.
- Is responsible for all aspects of bookkeeping and accounting work involving posting and maintaining accounts for journals and ledgers, preparing and maintaining financial records and reports, compiling municipal budget. Handles payroll operations, accounts payable, accounts receivable and general ledger in compliance with Colorado State laws and ensures adherence of Town departments to the budget.
- Actively researches and evaluates grant opportunities for alignment with Town initiatives and projects. Prepares, submits and presents grant applications to potential funders. Tracks and reports grant activities for compliance. Submits all financial and narrative reports required by grantor.

- Gathers and prepares financial data for studies, reports, grants, and budget.
- Prepares and files all State and Federal monthly, quarterly, and annual reports.
- Computes and processes payroll. Maintains employee benefit records. Assists Town Administrator with Human Resources duties. Evaluates and makes recommendations regarding employee health insurance, retirement and other benefit plans to Board of Trustees. Manages plans and ensures compliance.
- Reconciles account receivable entries. Maintains vendor records and files. Completes payment of receipts.
- Assists with collections.
- Prepares daily deposit slips for cash transactions and deliver to bank and electronically deposits checks. Prepares and updates ACH utility payments each month.
- Serves as Chief Financial Advisor and Investment Officer to the Town. Assists the Board of Trustees in the development of an investment policy for the Town. Makes investments according to that policy.
- Monitors revenues and expenditures to assure sound fiscal control.
- Works concurrently with Town Administrator and staff to develop, prepare, and present a proposed budget annually.
- Develops and prepares financial reports and plans.
- Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Provides financial direction in the development of short/long range plans.
- Advises the Board of Trustees on financial matters of the Town.
- Ensures annual audit completed in timely manner. Works closely with auditors in preparation and conduct of annual audit. Reviews and researches issue in response to requests from the auditors in regard to the Town's finances. Evaluates and develops internal control systems to protect Town assets. Assure compliance with all state and federal audit requirements.
- Prepares all bank reconciliation for all Town bank accounts.
- At the discretion of the Town Administrator, may be designated as purchasing agent for the Town. Manages Town debt and lease purchases.

- At the direction of the Town Administrator, responsible for filing property, casualty and liability claims as well as employee injury reports with insurers.
- Keeps an updated inventory of all fixed and disposable assets of the Town and its location. Is responsible for the custody of all such property.
- Makes all necessary financial wire transfers for the Town as directed by the Board of Trustees
- Performs duties as sales tax administrator monitoring receipts. Prepares reports and analyzes sales tax data.
- Submits written monthly financial report with all revenue and expenditures included to the Board of Trustees. Prepares a payables list and any financial reports as needed for approval by the Board.
- Other Duties and Responsibilities: Carries out other duties and responsibilities as assigned or necessary for the proper conduct of Town business.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential/additional duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential/additional functions.

Education, Training, Experience

- Bachelor's degree or major coursework from an accredited college or university in accounting or business management.
- Three (3) years of progressively responsible city/local government experience; or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.
- Experience with fund accounting. Experience with Caselle preferred.

Knowledge, Skills, and Abilities

- Knowledge of modern office methods, and procedures. Skilled in the use of office machines, 10 key, Windows, Excel, Caselle, and internet.
- Knowledge of bookkeeping and generally acceptable accounting principles.
- Ability to define problems, collect data, establish facts, and draw conclusions. Has the ability to apply principles of logical thinking to a wide range of intellectual and practical problems.
- Ability to work accurately with frequent interruptions and deadlines.

- Ability to make routine computations and tabulations with speed and accuracy.
- Ability to establish and maintain effective working relationships with the Board of Trustees, employees, and the public.
- Knowledge of municipal principles and practices of budget preparation and fiscal administration.
- Excellent mathematical skills; detail oriented.
- Effective written and oral communication skills.
- Excellent organizational and time management skills.
- Ability to establish and maintain effective professional working relationships.

Language Skills

- Ability to read, analyze, and interpret general periodicals, government regulations, Town ordinances, Colorado Revised Statute, financial reports, and legal documents.
- Ability to respond to the common inquiries and/or complaints from the public, employees, or the Board of Trustees.
- Ability to effectively present information in one-on-one and small group situations to the public, employees, or Board of Trustees.
- Strong written and oral communications.
- Ability to define problems, collect data, establish facts, and draw valuable conclusions. Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.

Other Skills and Abilities

- Demonstrates ability to use a typewriter, general computer skills, and associated hardware and software, calculator, fax machine, telephone, and copy machine.
- Knowledge of problem-solving skills, interpersonal relations, organizational skills, and detail oriented.
- Organization services and community resources.
- Spreadsheets and word processing software and computerized or automated billing software.

- English language, proper grammar, punctuation, and spelling in other oral and written communications. Current business letter writing techniques and methods.
- Apply appropriate decision making within scope of work procedures.
- Interpret and apply a variety of department policies and procedures.
- Maintain sensitive and confidential client information.
- Ability to work closely with the County, State, and Federal agencies.
- Perform varied administrative tasks. Example: Set deadlines and complete projects accordingly.
- Compose resolutions and draft legal documents.
- Preparation of Federal and State reports.

Environmental and Physical Conditions

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential/additional functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential/additional functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools, or controls, listen and talk. The employee is frequently required to sit and reach with hands and arms.
- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Requires the ability to sit and perform administrative and computer work for significant periods of time.
- The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move at least 25 pounds.
- Incumbent is required to work after normal work hours to attend governmental meetings.

Working Conditions

- Works under deadlines, stress, accuracy, standard office environment, and additional hours above and beyond normal work week when required. Work is primarily conducted indoors.
- There may be circumstances in which fieldwork is necessary which may include travel in and out of the state.
- Field work and visits to various municipal facilities may require an ability to maneuver in construction sites, climb ladders or stairs, and ride in heavy equipment.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job the employee occasionally works near moving mechanical parts.

TOWN OF COLLBRAN

Town Administrator

Department/Division: Administration
Job Title: Town Administrator
Location: Collbran Town Hall, 1010 High Street
Effective Date:
Revision Date:
Salary: TBD
Exempt

General Statement of Duties

This position shall be appointed by the Board of Trustees and shall serve at the pleasure of the Board. As the Town Administrator, this position shall be the chief administrative officer of the Town of Collbran and is immediately responsible 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, oversee all personnel matters including direct management of department heads, and carry out policies and objectives established for the Town by the Board of Trustees.

Supervisory Responsibilities

This position provides day-to-day management to the Finance Director, Marshal, Public Works Supervisor, Administrative Assistant or other positions that may be created.

Duties and Responsibilities

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Collbran retains the right to modify or change the essential and additional functions of the job at any time.

Management Responsibilities: Approve timesheets, requests for time off, scheduling changes as needed. Improve interdepartmental communication, assist in identifying opportunities, ensure town processes and procedures are adhered to. Assist department heads in developing strategic plans for achieving department goals. Conduct annual performance reviews. Assist department heads with personnel management, management and implementation of annual budget including monitoring, requests for amendments if necessary. Delegates as appropriate to the Administrative Assistant. Oversees professional and consulting services agreements entered into by the Town, including engineering, architectural, financial and legal agreements.

Financial Responsibilities: Work with the Finance Director to develop the annual budget. Implement the budget in partnership with department heads throughout the year.

Human Resources: Ensure all personnel matters are managed accordingly, including Employee Handbook utilization, employee drug testing, employee benefit programs, employee training and other employee services.

Conducts regular staff meetings to review progress, budgets, strategies and plans for the Town.

Public Liaison: Communicates with and interacts with the public daily to ensure all pertinent Town information and questions are answered. Places high priority on quality customer service and demonstrates continuous effort to improve operations.

Meetings: Attends meetings of the Board. Advises the Board on all matters coming before it. Prepares a monthly Town Administrator report that summarizes all activities from across all departments and informs the board of town operations. Provides guidance to the Town Board in implementation of statutory requirements and policy decisions. Attends local and regional meetings to represent Collbran as directed by the Town Board.

Provides planning and support to Town boards and commissions. Prepares and distributes meeting agendas, packets, and related materials. Coordinates and schedules work sessions and informational meetings.

Project Management: Manages the Town's strategic plan and updates it annually with the Town Board. Works with the Board and Department Heads to prioritize projects. Develops and supervises grant applications and awards. Works with Department Heads to oversee work performed on contracted projects to ensure projects are completed on time and within budget.

Other: Works closely with Town legal counsel on behalf of the Town.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential/additional duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential/additional functions.

Education, Training, Experience

The requirements listed below are subject to change by the Board of Trustees on a case-by-case basis.

- Any combination of education and experience equivalent to the completion of a Bachelor's Degree, Masters preferred, in business or public administration.

- Minimum of two to five years management experience in a city or county government.
- Experience with a statutory Colorado municipality preferred.

Knowledge, Skills, and Abilities

- Has general knowledge of Colorado municipal law which includes the operations, functions, policies, and procedures of same.
- Has knowledge of federal and state employment laws.
- Has leadership training and skills and the ability to work as a member of a team to develop community solutions.
- Ability to deal with personnel matters effectively and efficiently.
- Highly organized, and able to multi-task effectively.

Language Skills

- Ability to read, analyze, and interpret general periodicals, government regulations, Town ordinances, Colorado Revised Statute, financial reports, and legal documents.
- Ability to respond to the common inquiries and/or complaints from the public, employees, or the Board of Trustees.
- Ability to effectively present information in one-on-one and small group situations to the public, employees, or Board of Trustees.
- Strong written and oral communications.
- Ability to define problems, collect data, establish facts, and draw valuable conclusions. Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.

Other Skills and Abilities

- Demonstrates ability to use personal computer and associated hardware and software, calculator, fax machine, telephone, and copy machine.
- Knowledge of problem-solving skills, interpersonal relations, organizational skills, and detail oriented.
- Organization services and community resources.
- Spreadsheets and word processing software and computerized or automated billing software.

- English language, proper grammar, punctuation, and spelling in other oral and written communications. Current business letter writing techniques and methods.
- Apply appropriate decision making within scope of work procedures.
- Interpret and apply a variety of department policies and procedures.
- Maintain sensitive and confidential client information.
- Ability to work closely with the County, State, and Federal agencies.
- Perform varied administrative tasks. Example: Set deadlines and complete projects accordingly.
- Compose resolutions and draft legal documents.
- Preparation of Federal and State reports.

Environmental and Physical Conditions

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential/additional functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential/additional functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools, or controls, listen and talk. The employee is frequently required to sit and reach with hands and arms.
- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Requires the ability to sit and perform administrative and computer work for significant periods of time.
- The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move at least 25 pounds.
- Incumbent is required to work after normal work hours to attend governmental meetings.

Working Conditions

- Works under deadlines, stress, accuracy, standard office environment, and additional hours above and beyond normal work week when required. Work is primarily conducted indoors.
- There may be circumstances in which field work is necessary which may include travel in and out of the state.
- Field work and visits to various municipal facilities may require an ability to maneuver in construction sites, climb ladders or stairs, and ride in heavy equipment.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job the employee occasionally works near moving mechanical parts.