

# Town Manager

Town of Basalt, CO

Salary Range: \$170,000—\$210,000

Depending on Qualifications





# The Town & Surrounding Community

The Town of Basalt CO is located in the beautiful Roaring Fork Valley in Eagle and Pitkin counties along State Highway 82. It is a three-hour drive west of Denver and 25 minutes to Aspen. Basalt is a tight-knit family friendly community, with residents who value the small-town culture and outdoor recreation opportunities.

The historic downtown sits at the confluence of two of Colorado's *Gold Medal Streams*—the *Roaring Fork* and *Fryingpan* rivers. This unique location is ideal for the river water park that is nestled among the Victorian-style buildings housing restaurants, shops, art galleries, and other local attractions. While Basalt began as a railroad town (incorporated in 1901), over the years, it has evolved into a mountain resort community for those who enjoy fishing, hiking, camping, mountain biking, skiing, boarding, sightseeing and local attractions. Basalt offers the perfect mix of old and new. In addition to the historic “*Old Town*”, the *Willits* development is one of the newer areas that resembles an urban center, with modern housing, hotels, stores, dining and amenities. The *Willits Town Center* is a community hub and a mixed-use development. *Whole Foods Market* and the *Element Basalt-Aspen* hotel complement the locally owned restaurants, brewery, unique shops, sporting stores, and businesses. *The Arts Campus at Willits (TACAW)*, hosts performing arts, entertainment and events. Basalt's budding arts scene promotes a summer concert series and festivals.

Basalt's residential population is over 4,000, but increases to over 12,000 when considering the unincorporated surrounding area. As a year-round tourist destination, the daytime population increased considerably over the residential population.

Basalt enjoys strong community support for its excellent schools. The Roaring Fork School District includes public, private, and charter schools that serve over 1,500 students. The Colorado Mountain College has conveniently located campuses in nearby Aspen, Carbondale and Glenwood Springs. *Roaring Fork Fire Rescue Authority* and the Basalt Police Department provide fire and police protection, and residents have easy access to outstanding regional hospitals in Glenwood Springs and Aspen.

Transportation options in the Basalt area are many. The *Roaring Fork Transportation Authority (RFTA)* provides highly efficient local bus service to the town with connecting routes serving the entire valley. Basalt's *WE-cycle* bike share program is popular due to the vast trail system for non-motorized bikes that connects the different parts of town and beyond. *Basalt Connect* is an on-demand local shuttle serving all areas within Basalt. The nearby airports in Aspen, Eagle County and Grand Junction offer daily commercial flights.

Basalt is a full-service home-rule municipality with a council-mayor form of government. The Town has enjoyed financially responsible forward-thinking leadership over the past several years. This an excellent opportunity for the new Town Manager to build on a solid foundation. To learn more, go to: [basalt.net](http://basalt.net), Basalt's official website.



# The Position

The Town Manager reports to the Mayor and Town Council and is responsible for the overall operation of the Town and all Town staff. The Town Manager has six (6) direct reports: the Chief of Police, Public Works Director, Planning Director, Finance Director, Recreation Director, and the Town Clerk (total staff size-36). The Town Manager is responsible for the execution of projects/initiatives established by the Mayor and Council. The Town Manager, with the assistance of department heads, implements policies and procedures, works with the public on a daily basis, strives to maximize public satisfaction with municipal services, serves as a liaison between the Town Council and community stakeholders, performs analytical and policy research, and is responsible for coordination of legal matters with the municipal attorney.



Photo credit: Aaron Munch

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## Qualifications

- A bachelor's degree in public administration, business administration, planning, political science or closely related field. A minimum of five (5) years of demonstrated leadership experience in local municipal or county government. A combined equivalent of education and experience which provides the applicant the knowledge, skills and abilities required to perform the job. Applicants with experience as a deputy manager, assistant manager or department head will be given strong consideration.
- A master's degree in public administration (or a related field) is preferred.



# The Ideal Candidate

- An experienced professional municipal leader with a successful track-record managing communities with a tourism-based economy, engaged residents and business owners who are committed to sustainability/climate action.
- An excellent communicator who is engaging and transparent and maintains positive and effective working relationships with staff, elected officials, community members, the media and other key stakeholders. One who has demonstrated political acumen and is willing to listen to all-not just the “squeaky wheel”.
- A professional, who is financially savvy, experienced with leveraging partnerships, grants, and other funding streams.
- An effective manager with working knowledge of public administration including: urban planning; human resources; public works; water/wastewater management; public safety; capital projects; affordable housing; population/job growth; community recreation; sustainability initiatives; tourism; and economic development.
- A hands-on manager and mentor who is ethical, fair, calm and accessible. One who fosters a healthy organizational culture and empowers staff to learn, grow and meet the challenges of running a municipality.
- One who is prepared to undertake the challenges in the Roaring Fork Valley, including housing, transportation, a sustainable job base and childcare.
- A visionary who is experienced with annual strategic planning and prioritization of Board, staff and community goals. One who can continue the momentum and successfully implement current initiatives.
- An administrator who supports a vibrant arts and music scene and understands the importance of diversity in the community.





# Opportunities & Challenges

This is an opportunity to work with the Council, staff and the community to complete the projects outlined in the current strategic plan. While much has been accomplished in the areas of fiscal transparency, capital projects, housing, evaluating and updating policies, and promoting sustainability initiatives, work is still needed. Other opportunities and challenges relate to the following:

- Affordable housing & child care;
- Police Department / Public Works Facility- (The land is purchased and a conceptual design is complete.);
- Managed growth and economic development– to foster social and economic vitality;
- Prioritize maintenance improvements for designated Town assets;
- Improve business opportunities through strategic investment and partnerships;
- Preserve small-town character in the face of development pressures, and potentially, a moderating tax base; and
- Support a thriving arts, music and cultural community.



## Values

Team Work  
Communication  
Customer Service  
Commitment  
Respect  
Safety



# Compensation & Benefits

**Salary Range: \$170,000 - \$210,000**

The Town offers a very competitive salary and benefit package.

- **Housing-** The Town of Basalt has available for the successful candidate a new 3-bedroom, 2-bath duplex home located within walking distance of Town Hall. Relocation expenses are negotiable.
- **Health Insurance-** (CEBT\*)- The Town pays 100% + \$200/month for single plans; 85% of PPO7 Dental Vision for family plans. Free use of CEBT clinics in Glenwood, Rifle and Gypsum. Annual biometric screening and flu shot.
- **Paid Holidays-** 11 per year
- **Paid Time Off- Vacation:** 12-25 days per year depending on years of service; **Sick Leave:** 12 days per year; **Personal Days:** 2 days per year (exchanged from sick leave).
- **Retirement-** 401(a) 5% salary match to a 401(a) retirement plan. This is in addition to Social Security.
- **Triad Employee Assistance-** 6 visits per year, per incident
- **Wellness-** \$75/month (taxable) for wellness related expenses
- **Tuition Reimbursement-** Up to \$2,000 reimbursement with completion of course(s) of "B" or higher
- **Life Insurance-** \$100,000 Employee Life Insurance Policy; \$5,000 spouse and/or \$2,000 child
- **Cell-phone-** The Town Manager is issued a cell phone.
- **Other Optional Benefits-** Additional Voluntary Life Insurance, American Fidelity Supplemental Insurance Policies, a Flexible Spending Account, a 457 Deferred Compensation Plan, a Discounted Gym Membership at the Colorado 24/7 Fitness and TacFit, Chamber Rate Aspen Skiing Company Ski Passes

\* Colorado Employer Benefits Trust (CEBT) is a self-funded, governmental multi-employer trust that provides employee benefits for over 440 public entities with over 37,000 employees and dependents covered in Colorado.







## Apply Online

[www.KRW-Associates.com/open-positions](http://www.KRW-Associates.com/open-positions)

Provide a cover letter, resume and six (6) professional references.

**Deadline:** June 20, 2025, 5:00 PM MT

## Questions?

KRW Associates LLC is assisting the Town of Basalt with this search.

Questions should be directed to: [info@KRW-Associates.com](mailto:info@KRW-Associates.com)

or by phone to: KRW Associates Managing Partner Lorne Kramer - 719-310-8960 or  
KRW Senior Associates Mark Collins at 307-460-1941 or Gina McGrail at 303-249-9572.

The Town of Basalt is an equal opportunity employer.