

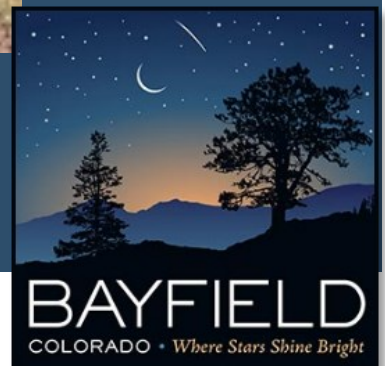
Town of Bayfield, CO

Town Manager

Hiring Range: \$ 122,221—\$152,776



Seeking an
Innovative
and
experienced
municipal
leader
to serve as
Town Manager.



The Town & Surrounding Community

The Town of Bayfield is a Colorado Statutory Town located in La Plata County in southwest Colorado. The Town population was 2,838 at the 2020 United States Census, and is a growing community. Nestled right next to the San Juan National Forest, Bayfield is known as the “Heart of the Pine River Valley”. Bayfield is only twenty miles from historic Durango Colorado. Other neighboring towns include Ignacio and Pagosa Springs Colorado, in addition to the Southern Ute Nation, just south of Bayfield. Farmington, New Mexico is an hour from Bayfield. Agriculture has long been Bayfield’s main economic sector, with the town serving as a supply hub for local farms. Growth in the “four-corners” area has made Bayfield an attractive option for people coming to the region. The town features a small



historic district with a few shops and restaurants to explore.

The area provides unprecedented access to the great Colorado outdoors, including a variety of opportunities available 20 minutes from Town.

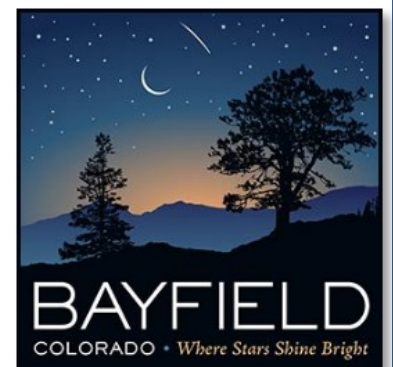
Outdoor recreation areas include the Vallecito, Lemon and Lake Nighthorse Reservoirs, and the Sauls Creek. Also, Bayfield is located approximately midway between the Purgatory and Wolf Creek ski resorts.

Bayfield and the four-corners area has many businesses and services. The community is served by the

Durango/La Plata County Airport which is fifteen minutes from the Town, and hospital and surgical services are only 20 minutes away. Physician, dental and vision services are available within the town. Bayfield has a post office, two banks, a library, and a fire protection district with an ambulance service. Businesses also include a grocery store, several variety stores, a hardware store, a variety of commercial convenience stores, eateries, retail shops and a 24-hour fitness center. There are also numerous business and service providers including electrical, plumbing, heating, construction, photography, guest accommodations and many more.

The Bayfield School District includes a High School, Middle School, Intermediate, Primary and a Wolverine Academy. Fort Lewis College, located in Durango, CO is only 20 minutes away.

Although the town is facing the challenges associated with growth, costs and community development, the setting and community make it a wonderful place live, work and play.



The Position

The Board of Trustees is seeking an energetic and experienced Town Manager with a proven track record. The new Town Manager must be eager to become a visible leader and resident within the Bayfield community.

The Town Manager works under the broad policy guidance set by the Mayor and Board of Trustees and is accountable to for the proper administration of all Town affairs.

The Town Manager provides leadership and direction in the development of short and long-range plans and provides professional advice to the Mayor, Town Board and the department heads. This position manages all departments, agencies and offices within the Town and is responsible for ensuring that all areas operate according to applicable laws and ordinances, sound work-flows, efficient processes, appropriate fiscal controls, and within budget.

The successful candidate will assist the Town Board with policy deliberations and advise on implementation. The Town Manager serves as the Land Use Administrator, and will provide guidance to, and administrative duties for the Planning Commission.

The Town Manager manages all municipal employees either directly, or indirectly through subordinate supervisors. There are nine (9) direct reports to whom the Town Manager provide leadership, and mentoring. The Town Manager is involved with staff recruiting, hiring, training, and performance evaluations and oversees the implementation of the employee benefits, addresses grievances, and encourages effective communication at all levels within the Town's organization.

The Town Manager prepares the annual budget, monitors revenues and expenditures, assures effective and efficient use of resources, including budgeted resources, personnel, materials, facilities and time.

It is the responsibility of the Town Manager to effectively communicate official plans, policies and procedures with internal and external stakeholders including the staff, the public, the media, as well as with Federal, State and Local government representatives.

The successful candidate will help prepare for and facilitate orderly and efficient conduct of official business in Town meetings and as such, is required to possess highly proficient written and verbal communication skills and be comfortable and proficient when making public presentations.



Qualifications

A bachelor's degree in Public Administration or a related field. At least ten (10) years of local government experience with management experience including supervision of others in areas of finance, community development, law enforcement services and public works. Possess a current valid Colorado Drivers License or eligible to possess upon hire. A master's degree in related field is preferred.

A combined equivalent of education and experience which provides the applicant the knowledge, skills and abilities required to perform the job may be considered.

Applicants with experience as a deputy manager, assistant manager or department head will be given strong consideration.

Note: The Manager is a key employee of the Town whose duties require that the Manager be close to the Town. Therefore, the successful candidate, after three (3) months of employment is required to reside within ten miles of the boundary of the Town, unless otherwise agreed by the Board of Trustees. This requirement is necessary to assure reasonable response time in the event an urgent or immediate response is required on behalf of the Town.

Opportunities & Challenges

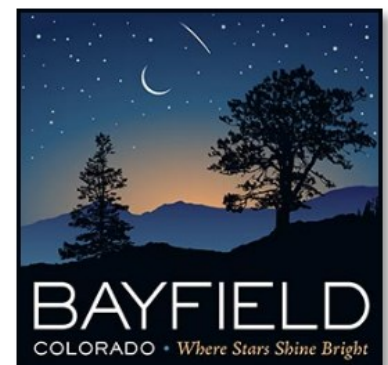
- There are three ongoing grants to be monitored and managed.
- Growth of the community, current and future.
- Providing leadership, direction and support for Town trustees and staff.
- Staff shortages– addressing recruiting and retention of qualified staff.

Compensation & Benefits

- Benefits - Medical, dental and vision insurance
- Colorado PERA Retirement (both employer and employee contribution)
- Phone Stipend or Allotment
- Monthly Car Stipend
- 13.5 Paid Holidays per year
- 8 hours of PTO accrued every two weeks
- Yearly Wellness Benefit - \$465
- \$20,000 Life Insurance policy-paid by employer
- Employee Assistance Program (EAP)

MISSION

We are a community focused on continued prosperity and economic growth while maintaining our small town values and natural scenic environment.



The Ideal Candidate

- Possesses solid understanding of all town departments, responsibilities and operations.
- Is experienced with creating and managing a budget and finance.
- Is a confident leader with experience in governance in a small community and one who fosters and maintains positive relationships with elected officials, employees and the community.
- Is a mentor to employees; helps the team improve job performance.
- Is a teambuilder who is community-minded and will become invested in the community.
- Is one who demonstrates strong and appropriate communication skills; will take the lead in keeping stakeholders informed.
- Is a good listener and skilled public speaker.
- Fosters transparency in the town governance.
- Is a strategic thinker who will have a strong vision for the future of the town, and the ability to execute on projects and directives.
- Possesses and demonstrates solid business acumen.
- Is a "people person" who can repair damaged relationships and create an atmosphere of trust.
- Can see projects through to completion.
- Is a servant leader who can provide the town trustees with all the options to assist with decision-making on projects and the strategic future.
- Is detail-oriented and can focus on positive outcomes.
- Has knowledge of and experience with contract and grant management.
- Appreciates the value of a small community and understands and ethically navigates its politics.





Apply Online

Open Positions | KRW Associates (www.KRW-Associates.com)

Click on *Position Information*, then *Apply Here* at the bottom of the posting.

Deadline: Friday, February 7, 2025 (5:00 PM MST)

Questions:

Questions should be directed to: info@KRW-Associates.com or by phone to:

KRW Managing Partner, Jerry Williams | 303-726-6220

KRW Managing Partner, Lynn Johnson | 303-435-4138

KRW Senior Associate, Gina McGrail | 303-249-9572

The Town of Bayfield is an equal opportunity employer.

