

Town Manager

Town of Carbondale, CO

Salary Range: \$188,000—\$230,000

Depending on Qualifications



The Town & Surrounding Community

The Town of Carbondale, CO (pop. 6,700) is located in the Roaring Fork Valley, in beautiful Garfield County. The town is just a three-hour drive west of Denver, 45 minutes to Aspen, and 20 minutes to Glenwood Springs and perfectly situated at the confluence of the Roaring Fork and Crystal Rivers in the shadow of Mount Sopris. The area is a fertile valley and has a rich history of cattle ranching, farming and coal mining. Farms and ranches still operate in the area, but the last coal mine closed in 1991. Today, tourism, the arts, and small businesses drive the local economy. The area is a prime destination for hiking, mountain biking, cycling, snowshoeing, skiing, snowmobiling, rafting, paddle boarding, fly fishing, kayaking, golfing, and relaxing in one of the nearby natural hot springs. Agri-tourism and farm-to-table dining is also gaining popularity in the area.

The Town offers a vibrant main street, a creative arts district, shops, diverse restaurants and bars, cafes, a book store, a movie theatre, arts organizations, and other local businesses. Community members are proud of the diversity represented in residents, made up of a mix of immigrants, artists, entrepreneurs, environmentalists, blue-collar workers, retirees, and others who come together to create a community unlike any other. Locals and visitors enjoy 25 beautiful parks, a well-maintained trail system, a recreation center and new aquatics center currently under construction, and many seasonal events including: spring sustainability celebration, *Dandelion Day*; the annual *Mountain Fair*, a three-day arts and music festival held each July; a *5Point Film Festival* held every April; the fall *Potato Day Festival, parade and cookout*; and the summertime *Wild West Rodeo* which runs weekly from June through August. *First Friday* events take place downtown and include the popular *Family Block Party, Pride Parade* and *Dia de Los Muertos* procession and celebration.

Carbondale enjoys excellent public (Roaring Fork School District), private, and charter schools serving over 1500 students. Colorado Mountain College has conveniently located campuses in Carbondale and nearby in Glenwood Springs. Emergency services are provided by the *Carbondale & Rural Fire Protection District* and the *Carbondale Police Department*, with outstanding regional hospitals in Glenwood Springs and Aspen. The *Roaring Fork Transportation Authority (RFTA)* provides highly efficient bus service to the town and the entire valley. Nearby airports in Aspen, Eagle County and Grand Junction offer daily commercial flights.

Carbondale is a full-service town and home-rule municipality, governed by a seven-member Board of Trustees (BOT). The Town operates under the Trustee-Manager form of government with the Mayor and Board Members all elected to four-year terms. The BOT sets policy and performs general oversight.

This is an excellent opportunity to make a positive impact in a Colorado mountain community. To learn more, go to: Town of Carbondale, CO



The Position

The Town Manager reports to the Mayor and Board of Trustees, and is responsible for the overall operation of the Town and all Town Staff. The Town Manager has eight (8) direct reports: the Chief of Police, Public Works Director, Planning Director, Building Official, Finance Director, Parks & Recreation Director, Public Information Officer and the Town Clerk (total staff size, 55-60). The Manager is responsible for implementation of policies established by the Board of Trustees. The Town Manager develops and implements policies and procedures with the Board of Trustees and the department heads; works with the public on a daily basis; strives to maximize public satisfaction with municipal services; serves as a liaison between the Board of Trustees and community stakeholders; performs analytical and policy research and is responsible for coordination of legal matters with the municipal attorney.

This is an excellent opportunity for a municipal leader to live and work in a Colorado mountain community with access to world-class resorts and amenities. If you enjoy an active lifestyle, engaging with residents and business partners, building community and making a lasting meaningful impact, this may be the position for you.



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 government, most especially 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) and certification as an ICMA credentialed manager is preferred.



The Ideal Candidate

- A **strong leader** who is eager to embrace the Carbondale community and be a visible presence.
- An **excellent communicator** who is engaging and transparent, and maintains positive and effective working relationships with staff, elected officials, community members and other key stakeholders.
- A **visionary who is experienced with annual strategic planning and prioritization** of Board, staff and community goals.
- A **professional, who is experienced with leveraging partnerships, grants, and other funding streams** to enhance what Carbondale can do with limited municipal revenues.
- An **experienced successful municipal professional** with working knowledge of public administration including municipal finance and budgets; grant writing; human resources; public works; water/wastewater management; public safety; capital projects; housing; population/job growth; community recreation; environmental initiatives/sustainability strategies; tourism; and economic and community development. **Must be comfortable and adept at “wearing many hats”**.
- A **hands-on manager and mentor** who is **ethical, fair and accessible**, and fosters a healthy and inclusive work environment and organizational culture comprised of team members who are prepared and eager to meet the challenges of running a municipality.



Opportunities & Challenges

- Building on a strong organizational culture with a mix of new and tenured senior staff.
- Financing a capital improvement plan with a potential tax increase and bond issue in 2026.
- Modernizing processes to increase efficiency, transparency, and customer service.
- Completing the construction and opening of a new aquatics center in fall 2025.
- Facilitating a mixed-use development with affordable housing and commercial space on town-owned land at Town Center.
- Development of a new 10-year Parks and Recreation Master Plan in 2026.



Mission Statement

To maintain and enhance an environmentally sensitive, culturally diverse, family oriented small town, with town government providing quality service to the Carbondale community.



Compensation & Benefits

Salary Range: \$188,000 - \$230,000

The Town offers a competitive salary and benefit package.

- Medical Insurance (CEBT*)- The Town pays 100% of the health, dental and vision insurance premiums for the employee and 75% of the health and dental premiums for the employee's covered dependents.
- Retirement- 401(a) (Equitable)- Town contribution is 5% of gross salary; there is no employee contribution. This is in addition to Social Security.
- Annual accrued paid time off (sick, vacation and paid holidays).
- An allowance for relocation is negotiable.
- Housing may be available if needed; the Manager shall use his or her best efforts to live within Town limits or otherwise as close to Town as is reasonably practicable.
- Other benefits include: life insurance, a prescription card, a Section 125 Plan, a Flexible Spending Account, short-term disability benefits and a pass to the recreation center. The Carbondale Chamber of Commerce offers Town employees a discounted ski pass for the Aspen ski resorts. Supplemental Insurance benefits are available for purchase.

* 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.

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

Deadline:

Friday, April 25, 2025, 5:00 PM MT.

Questions?

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

Questions should be directed to:

info@KRW-Associates.com

Or by phone to:

KRW Associates Managing Partner

Lorne Kramer - 719-310-8960

or

KRW Senior Associates

Mark Collins - 307-460-1941

Gina McGrail - 303-249-9572

The Town of Carbondale is an equal opportunity employer.

