



Deputy Town Administrator

Cedaredge, CO

Salary Range: \$100,000-\$115,000

Depending on Qualifications



The Town & Surrounding Community

The Town of Cedaredge, CO (pop. 2,394) is a charming small town located in Delta County, 168 miles southwest of Denver, and 55 miles from Grand Junction, just off I-70 on CO State Highway 50. Located on the west slope, Cedaredge is nestled on the sunny side of Grand Mesa (the world's largest flat top mountain) at an elevation of 6,200 feet. As a small agricultural community, residents appreciate and enjoy four seasons, year-round sunshine and some of the mildest winters in Colorado. For nearly a century, fruit growers have found this climate, along with abundant irrigation water from Grand Mesa ideal for growing crops. The area has long been known for its apple, peach and pear orchards as well as field crops. More recently innovative growers in the Surface Creek area have discovered that the mild seasons are also perfect for wine grapes.

Cedaredge is one of the most distinctive communities in Delta County and a popular destination. It offers quick and easy access to world-class outdoor recreational opportunities, including hiking, fishing, camping, cross-country skiing, snowshoeing and photography. Cedaredge's rich agricultural heritage is complimented with an art and cultural scene with unique art galleries, local wineries, and museums, including the *Pioneer Town Museum*-an area showcasing historic buildings, the *Stoney Mesa Winery*, and the *AppleShed* art gallery, to name a few.

The Town hosts seasonal community events such as the fall *Cedaredge Applefest*, the annual *Christmas in the Cedars* and parade of lights, and the 4th of July parade and celebration. The community also comes out to support the hometown sports teams and other school activities. Cedaredge is close-knit and welcoming.

The Delta County school district, 50-J serves over 800 Cedaredge students at the Elementary, Middle and High School, all located in Cedaredge. Nearby hospitals, include the *Delta County Memorial Hospital*, a county-wide health care system as well as *Cedar Point Health* and the *Montrose Memorial Hospital*. The nearest airport for commercial flight service is in Grand Junction.

Cedaredge is a Home Rule town, with a council-manager form of government. The Town operates three enterprise operations: water, sewer and an 18-hole golf-course. To learn more, go to: [Town of Cedaredge, CO Official Website](#) | [Official Website](#) .



The Position

The Deputy Town Administrator reports to the Town Administrator and assists in overall administrative duties. This position is responsible for the management and supervision of Capital Improvement Programs, Community Development (including Planning and Building Services), Public Works (including Streets, Parks, Water and Wastewater), and Recreation Facilities (including an 18-hole golf course). Other key responsibilities include coordination of facilities maintenance that encourages a financially sustainable Town infrastructure, and coordination of assigned activities with other divisions, departments and outside agencies.

The Deputy Town Administrator:

- Directly plans and manages the functions, personnel and consultants participating in the Town public works operations and maintenance activities including bridges, stormwater, water—potable and irrigation— and wastewater systems.
- Serves as the City Planner and oversees all planning functions for the Town including advising the Town Council and Planning Commission on land use policy, overseeing current planning and land use permits, and serves as the staff liaison to the citizens regarding current planning projects.
- Directs and coordinates the community development activities including short-term and long-term planning, infrastructure and development, and administration and enforcement of land use codes.
- Oversees public open spaces, including parks, trails, side-walks, recreation equipment, and the community golf course.
- Serves as the Town Administrator in his/her absence.
- Directly supervises 3 staff members and coordinates with consulting engineers, planners and advisory boards.



The successful candidate will be expected to:

- Have experience with public works operations, staffing and budgeting, capital planning (for equipment, facilities and operations), and water distribution, treatment and regulations.
- Be versed in pertinent federal, state and local laws and codes related to water, wastewater, environment and emergency response and have a working knowledge of / experience with planning, transportation, and utility agencies.
- Successfully negotiate and monitor contractual services (e.g. engineering, legal, land use, planning, zoning and regulation), and exhibit professional communication skills (written, oral and presentation), and be proficient with virtual meetings, Outlook and MSOffice.
- Develop and maintain professional working relationships with staff, elected officials and other stakeholders, and operate in a manner that is efficient, fair, ethical and fosters a healthy and safe work environment.





The Ideal Candidate

- Experienced with local government structure and operations, including budgetary procedures and fiscal management.
- Proficient with project management; overseeing multiple priorities and projects simultaneously.
- Specifically, understands the sound principles and practices of economic development, rural planning and community organization. Possesses a strong planning background.
- Will oversee current planning and land use permits, and advise Town Council and the Planning Commission on land use policy.
- Will have working knowledge of water/waste water, public works, and community development.
- Has strong and demonstrated communication skills, both written and oral.
- Engages with staff, Town leadership and the community; listens to understand their concerns, and is solutions-focused.
- Has a proven ability to administer a comprehensive work program; interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality.
- Is a confident, humble leader who is willing to mentor staff, “get in the trenches” and “wear many hats”.
- Will bring positive energy, relevant experience, a strong work ethic, and a steady and calm demeanor.
- Is looking forward to being part of the Cedaredge community.

Among other duties, the successful candidate will oversee current planning and land use permits, and advise the public, Town Board, and the Planning Commission on land use policy.



Opportunities & Challenges

The Deputy Town Administrator has the opportunity to live and work in beautiful Cedaredge, CO and make a positive impact by leading or assisting with the following projects.

1. **Deer Trail Bridge reconstruction project**- The bridge provides access to several Town subdivisions and local schools. Status- in process, to be completed in 2026; funded by DOLA grant.
2. **A Safe-Routes-To-School project** -Construction bidding is projected for December 2025/January 2026. Construction to proceed during school break, 2026.
3. **Wayfinding signage project**- This project is under review by the Planning and Zoning Commission and will be presented to the Town Board in 2025.
4. **Develop and implement local road standards**- In process.
5. **Asset Management Inventory** (for water distribution sanitary sewer collection and streets). This will be a priority in 2026.
6. **Mesa Point Subdivision**- A new 421- unit residential, single family and multi-family subdivision has received preliminary approval. Development agreement and phase 1 plat under review in 2025. Development projected for 2026 and the following several years.
7. **Water irrigation plan for golf course**- Currently being studied; initiative to improve or develop an improvement plan for the WWTP will be a 2026 priority.
8. **Waste Water Treatment Plan General Permit** (discharge limits)-Currently there are Engineers assisting the Town in discussions with Colorado Department of Public Health & Environment (CDPHE). Possible modifications required.
9. **Update to Town's Recreation & Trails Plan**- Update to plan in process. Implementation planning and construction projected to take place in 2026 and for several years following. Property will need to be purchased to implement these projects.
10. **Highway 65 Roundabout Improvement Plan**- This is to address traffic volume and expected future growth and will be pursued in conjunction with item 6 (Mesa Point Subdivision) above.
11. **Cedaredge Golf Course On-going Financial Stability**- This includes oversight of the golf course operations, managing the Golf Course Manager/Golf Pro and working with the Advisory Board. This operation includes an 18-hole course, a restaurant and pro-shop, and has many supporters.
12. **A potable water resource analysis**- Project underway as the Town seeks to understand what amount of drinking water is available during the different seasons and during periods of drought. New measuring devices may be installed in 2025 to help with this determination. A team of consultants are assisting with the analysis and to determine recommendations.





Qualifications

Bachelor's degree with major coursework in business administration, public administration, engineering, planning or a related field. Five years of experience in public works, public utility, land use planning, or related activities, including 5 years of project management. Three (3) years of management, and administrative responsibility. A Master's degree is highly desirable.

Successful candidate must possess or obtain a valid Colorado drivers license.

Compensation & Benefits

Salary Range: \$100,000- \$115,000

The Town also offers a comprehensive benefit package to include: health, dental, vision and life insurance; optional AFLAC plans; Social Security (FICA); a 401(a) retirement plan with up to a 6% matching contribution; a voluntary 457(b) retirement savings plan; vacation leave; wellness leave; twelve (12) paid holidays; worker's compensation; long-term disability benefits; an employee assistance plan (EAP) and golf greens fee privileges.



Apply Online

Go To: www.KRW-Associates.com/open-positions

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

Deadline: Friday, October 24, 2025, 5:00 PM Mountain

Questions?

KRW Associates LLC is assisting Cedaredge with this search.

Questions should be directed to:

info@KRW-Associates.com,

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

The Town of Cedaredge, CO is an equal opportunity employer.

