

Town Manager

Town of Minturn, CO

Salary Range: \$125,000—\$200,000

(Depending on Qualifications)



The Town & Surrounding Community

The Town of Minturn, CO (pop. 1,100) is located in the heart of Eagle County on US Highway 24, just off I-70 approximately 100 miles west of Denver. This historic mountain community, incorporated in 1904, is nestled between Vail and Beaver Creek and is surrounded on three sides by the White River National Forest. A prime location for tourism and outdoor enthusiasts, Minturn attracts those who enjoy hiking, biking, snowshoeing, skiing, snowmobiling, rafting, fishing, kayaking, etc.

Early residents were primarily employed by the Denver & Rio Grande Railroad, or engaged in farming and mining. Over the years ski resorts were developed in the area, mines closed, and rail lines were abandoned, leading to a shift in the economy. Today, tourism and the service industry are economic drivers. The beauty of the past remains on display through Minturn's historic charming homes that line the town's streets. Downtown you will also find casual restaurants, and unique shops. The area also boasts a community fitness center, a bike park, and several small businesses. Locals and visitors enjoy seasonal community events, including a summertime market, an annual holiday tree lighting, a Christmas tree bonfire, and an Independence Day celebration. The area is also known for its close proximity to world-class ski resorts and thousands of acres of public lands, making it an ideal destination for year-round tourism with peak seasons running from December – March and June -September.

Residents of this tight-knit community are active and engaged, and enjoy many amenities and services offered throughout Eagle County and the Vail Valley. The Eagle County School District is home to highly rated schools, including nine elementary, four middle, two high schools, one alternative school and two charter schools. The Vail Ski & Snowboard Academy is located in the Town of Minturn. The Eagle County Sheriff's Office provides law enforcement, and fire protection is provided by the Eagle River Fire Protection District, with Station 5 located in the Town of Minturn. Core Transit operates bus service throughout the County and the Eagle County Regional Airport (EGE), just 30 miles to the west, operates daily commercial flight service. Medical services, and additional options for shopping, restaurants, galleries, etc. are located throughout the beautiful Vail Valley. To learn more, go to: [Home Page](#) | [Minturn CO](#)



The Opportunity

This is an excellent opportunity for a municipal leader to live and work in a Colorado mountain community, with small-town charm, and easy 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.

Vision

To ensure
Minturn's future
as a neighborly
mountain
community.



The Position

The Town Manager reports to the Town Council, and directs the work of eight full-time employees and one contract position. Employees include the Town Clerk/Treasurer, the Deputy Clerk (also responsible for Economic Development, Marketing & Communications, and Municipal Court), four staff members serving in Public Works roles, one staff member responsible for Code Compliance, and one Town Planner, who works under the supervision of a contract Senior Planner. Given the small staff, this person will be very involved in all day-to-day operations.

The Powers of and Duties of the Town Administrator, per the Minturn Municipal Code, can be found [HERE](#) (Sec. 2-3-40).



Qualifications

A Bachelor's Degree in public administration, business administration or closely related field.

A minimum of five (5) years of demonstrated leadership experience in 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 Town Manager must reside in or relocate to Eagle County.

Note: The Town owns an updated single-family 3-bedroom, 2-bathroom home that is available at no cost to the Town Manager. If this is utilized, the salary offered will be adjusted to account for the housing benefit.



The Ideal Candidate

- A **strong leader** who is eager to embrace the Minturn community and be a visible presence in the Town.
- An **experienced successful municipal professional** with working knowledge of public administration including municipal finance/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 positive work environment and organizational culture comprised of team members who are prepared and eager to meet the challenges of running a municipality.
- 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. Must be versed in the effective use of social media platforms.
- A **visionary and experienced project manager** who can guide council and staff to envision, develop, plan and execute on long-and short-range projects and process improvements.



Opportunities & Challenges

Minturn is a community of very engaged citizens who are interested in local issues. The successful candidate will have the opportunity to make a positive impact working with the Council, staff and residents to navigate and address the following.

- **Deferred Capital Projects** - Several capital projects have been delayed, as a result, many necessary improvements / projects are now coming due simultaneously.
- **Water/Utility** - An immediate need exists for a new \$14M water system to be planned, financed, designed and implemented.
- **Public Works** - The Town Manager is responsible for direct management and oversight of the public works department in the absence of a permanent public works director. The Town Manager will oversee the search for a Public Works Director in 2025.
- **Smart Growth/Housing** - Striking the delicate balance of smart, responsible growth, while addressing the need for affordable housing (especially workforce housing) and preserving Minturn's unique character, small-town charm, and historic roots.
- **Intergovernmental Relationships** - Working collaboratively with key agencies, including: the Colorado Department of Transportation (CDOT); the Bureau of Land Management (BLM); United States Forest Service (USFS); and the railroad will be key. Navigating the impact and strong influence of area entities (e.g., Vail Resorts, etc.) is also critical. It will be important to establish relationships with the Eagle County Manager, County Commissioners, and the neighboring municipal managers in Vail, Avon, Red Cliff, Eagle, and Gypsum.
- **Economic Development** - A new Minturn Downtown Development Authority was created in 2024 to attract business and promote opportunity. The Town Manager will work with this authority to reinvigorate the business district and promote economic development.
- **Land Acquisition** - This is an opportunity to determine the future of a 240-acre parcel recently acquired by the Town.



Compensation & Benefits

Salary Range: \$125,000 - \$200,000 (Depending on Qualifications)

The Town offers a competitive benefit package to include: medical, dental, vision and life insurance for the employee and family. The Town pays 100% of the premiums for medical/dental/vision/DD&A for the employee and family. A 401(a) retirement plan in addition to Social Security. Accrued paid time off including a combination of vacation and sick days, plus 10 paid holidays per year.

Housing Available: The Town owns an updated single family 3-bedroom, 2-bathroom home that is available at no cost to the successful candidate (this would be factored into salary).

An allowance for relocation is negotiable.

Other benefits include vehicle/mileage allowance, a Town issued cell phone, a paid membership to the Minturn Fitness Center, and conference and educational opportunities, paid by the Town.

Values

Integrity

Transparency

Collaboration

Resourcefulness





Apply Online

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

Provide your cover letter, resume and six professional references.

Deadline: Friday, March 14, 2025, 5:00 PM Mountain Time.

Questions?

KRW Associates LLC is assisting the Town of Minturn 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 or Gina McGrail | 303-249-9572.

The Town of Minturn is an equal opportunity employer.

