



CITY OF  
**OURAY**  
COLORADO

## City Administrator

Salary Range: \$138,000—\$170,000

Depending on Qualifications

KRW Associates LLC is assisting with this search.

Application materials are to be submitted to: [apply@KRW-Associates.com](mailto:apply@KRW-Associates.com)

Deadline: Friday, September 27, 2024, (5:00 PM MST)





# The City

The City of Ouray, Colorado is located in southwest Colorado 40 miles south of Montrose and 70 miles north of Durango. Sitting high in the San Juan Mountains (elevation 7,792), Ouray is commonly referred to as the “Switzerland of America”. The year-round population of Ouray is over 1,000 but has many second homeowners. As the county seat, the City enjoys an excellent working relationship with both Ouray County and the nearby town of Ridgway.

The City has a rich history, starting with Native Americans, and then early Spanish explorers, who frequented the hot springs. Ouray was famous for its vast gold and silver reserves when mining became a major economic driver. The City was incorporated on October 2, 1876. Since that time, it has earned a reputation as a great destination for families and outdoor adventures. With tourism as the predominant economic driver, a vast array of recreational activities are available year-round. Locals and visitors enjoy hiking, rock climbing, ice climbing, off-roading, backcountry skiing, snowmobiling, snowshoeing, ATV rentals, soaking in the many hot springs, and more. While popular in the winter, Ouray is primarily known as a summertime destination. The Fourth of July holiday is especially busy, when over 15,000 people typically visit or pass through Ouray. The Ouray School District No. R-1 is highly rated and offers exceptional educational services. In the 2023 school year, 187 students were enrolled in PK, K-12; the teacher student ratio was 8:1. To learn more, go to: [Welcome to City of Ouray, CO](#) and [Visit Ouray](#).





# The Position

The City Council is seeking an energetic, experienced, and creative City Administrator who is a proven leader and can develop a productive working relationship between elected officials and city staff. The successful candidate will be a person that understands a small-town environment, will be highly visible in the community and can promote a collaborative spirit throughout the organization, build trusting relationships with the Council, Staff and the Community. City Council wants the next administrator to be a person with excellent communication skills, high integrity and the willingness to listen to others and make difficult decisions when necessary. A “visionary” who will foster long-term relationships and develop organization-wide transparency, accountability, and flexibility. Experience with an understanding of a tourism-based economy will be important to support the City Council in addressing future needs of the City.

The City of Ouray has +100 employees and the City Administrator has ten direct reports (Director of Finance & Administration, Public Works Director, Parks & Recreation Director, IT Director, Police Chief, Fire Chief, Tourism Director, HR Manager, Communications and Community Engagement Coordinator, and the Administrative Assistant).

The City has seen an influx of revenue in the last few years from sales tax proceeds from the tourism based economy. The total annual budget is \$14.9 million.

- ◇ **Proven Leader**
- ◇ **Visionary**
- ◇ **Excellent Communicator**
- ◇ **Experienced**
- ◇ **Energetic**
- ◇ **High Integrity**
- ◇ **Transparent**
- ◇ **Visible in the Community**



# Qualifications

A minimum qualification is a bachelor's degree from an accredited college or university in public administration, business administration or a related field. A master's degree is preferred. Five (5) or more years of progressively responsible municipal government operations experience including at least five years as a city/county manager, deputy/assistant manager or department director. An equivalent combination of education and experience will be considered.

## Opportunities & Challenges

The City of Ouray is currently finalizing the construction of both a new Wastewater Treatment Plant and a Water Treatment Plant. These construction programs have been a major focus of the municipal staff over the last three years. With the conclusion of these large infrastructure projects, the City hopes the next administrator can spend more time in the departments, working on operations.

Some specific operational projects and challenges include:

- The Hot Springs Pool Heat Exchanger Project—This is to ensure more consistent pool temperatures throughout year.
- Hiring the Chief of Police and Implementing the Police Management Audit.
- Tourism Based Economy— Implement a strategy for pushing tourism towards the shoulders seasons.
- Affordable Housing Needs— Work to ensure affordable housing is available so families and the workforce can live in Ouray.
- Review the overall structure of City Committees (Main Street Committee, Ouray Economic Development Committee, Parks & Recreation Committee, Beatification Committee, and the Tourism Advisory Committee).
- Implementation of new Parks & Trails Master Plan and Strategic Plan.
- Fund raising efforts and construction of the new Fellin Park Stage and Pool Bathhouse.

An ideal candidate will have both project management experience and the ability to build a cohesive culture between departments and staff.

The City currently has a strong senior staff leadership team.





# Compensation & Benefits

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## Summary of Benefits

- ◆ Monthly Housing Stipend or Down Payment Assistance to be determined during contract negotiations\*
- ◆ Health Insurance (CEBT)
- ◆ Dental Insurance (Delta Dental)
- ◆ Vision Insurance (VSP)
- ◆ Life Insurance (CEBT)
- ◆ Long-term Disability Plan (Unum)
- ◆ Voluntary Supplemental Plans (Aflac)
- ◆ Retirement- 401(a) Plan (CO Retirement Association)
  - 3% pre-tax employee contribution, matched by City.
  - 5-year vesting
- ◆ Voluntary 457 Deferred Compensation Plan
- ◆ Flexible Spending Account
- ◆ Generous and Flexible Vacation Benefits
- ◆ Sick Leave Accrual - 8 hours for each month of regular employment
- ◆ Holiday Leave - 14 days per year (including 2 personal holidays)
- ◆ Additional benefits include a swimming pool pass, fitness center pass and discounted rates for family members at the Hot Springs & Fitness Center.
- ◆ \* The Municipal Charter requires the City Administrator to live within the municipal limits of Ouray.







## Apply Online

Open Positions | KRW Associates ([krw-associates.com](http://krw-associates.com))

Click on the *[Position Information](#)*, then *[Apply Here](#)* at the bottom of the posting.

## Apply By Email

Email your cover letter, resume and six professional references to: [apply@krw-associates.com](mailto:apply@krw-associates.com)

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## Questions?

KRW Associates LLC is assisting the City of Ouray with this search.

Questions should be directed to: [info@krw-associates.com](mailto:info@krw-associates.com) or

KRW Managing Partner, Lorne Kramer | 719-310-8960,

KRW Senior Associates, Mark Collins | 307-460-1941, or Gina McGrail | 303-249-9572.

**The City of Ouray is an equal opportunity employer.**