

Town Administrator

Town of Silverton, CO

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

Depending on Qualifications



The Town & Surrounding Community

The Town of Silverton, CO is located in the southwest corner of the state, nearly 200 miles southwest of Denver, 48 miles north of Durango and 22 miles by car to Telluride. Silverton is the only incorporated town in San Juan County. With a year-round population of 701, Silverton is a quaint historic mining town which offers idyllic small town living and an exceptional quality of life. The downtown district is a National Historic Landmark committed to preserving the area's rich mining history. This highly walkable downtown area is lined with Victorian-era architecture, colorful shops, galleries and restaurants. It boasts micro-breweries, coffee shops, and many lodging establishments. The community fosters its expanding arts and culture scene, hosting numerous special events throughout the year. Summer tourism and recreation are Silverton's main economic drivers, though the winter and shoulder seasons are growing. The town is the terminus of the Durango and Silverton Narrow Gauge Railroad, which shuttles nearly 150,000 passengers from Durango to Silverton each year via historic steam trains. In summer, the town provides a perfect jumping off point for hiking, backpacking, trail running, camping, fishing, mountain biking, rock climbing, mountaineering and four wheeling adventures. Winter sports enthusiasts enjoy fat biking, Nordic skiing and snowmobiling on an extensive network of groomed trails. Downhill skiing is readily available at Kendall Mountain, Silverton Mountain and nearby Purgatory Resort. There are nearly limitless options for backcountry skiing and stellar natural ice climbing.

Nestled at 9,318 feet above sea level in the heart of Colorado's rugged San Juan Mountains, Silverton is transforming into a nexus of outdoor adventure. Access to the great outdoors is literally at one's doorstep. San Juan County encompasses 389 square miles, approximately 89% of which is public land managed by the United States Forest Service and Bureau of Land Management. The county has the highest mean elevation of any county in the U.S. at 11,240 feet. The Kendall Mountain Ski Area and the Molas Lake Park are two of the Town's greatest assets for winter and summer recreation.

Silverton is proud of its excellent schools and other services. The Silverton School (approximately 75 students in grades K – 12) provides an innovative, nationally recognized Expeditionary Learning model with a low student-to-teacher ratio rarely found in public schools. The Silverton Family Learning Center is a fantastic and affordable licensed preschool and daycare program (serving infants—pre-K). The curriculum fosters social and scholastic development inspired by the Reggio Emilia philosophy which embraces the individual qualities of each child. College courses can be pursued nearby in Durango, at one of the college campuses (Fort Lewis College, Pueblo Community College Southwest and Southwest Colorado Community College.) Locals and visitors have convenient access to commercial flights that operate out of the nearby Durango-La Plata County and the Telluride Regional Airports.

Silverton offers a unique blend of an inviting community and outdoor adventure. With this excellent professional opportunity, simply put, Silverton just may be the perfect place to live, work, and raise a family.

Silverton is a statutory town, with a Mayor and a six-member Board of Trustees. Elections are held in April on even-numbered years. All seven seats serve a four-year term, and a two-term limit as a trustee.

To learn more, go to: [Town of Silverton 2025 | Town of Silverton](#), [Silverton, Colorado Chamber of Commerce](#), [Town of Silverton's 150th Anniversary Legacy Video--Where The Unicorns Live](#) and [Silverton - Real Town, Real People, Real Fun!](#)



The Position

The Town Administrator is the Chief Administrative Officer to the Board of Trustees and the Chief Administrative Officer of the Town. This position reports to the Board of Trustees via the Mayor and supervises five (5) direct reports overseeing the offices of: Clerk-Treasurer; Community Development; Facilities; Parks and Recreation; Public Works; and Building and Code Enforcement.

The Town Administrator is also responsible for: Grantsmanship (applying for and managing state and federal grants and other funding sources); Community and Economic Development; Contract Administration; Personnel Administration; the Annual Budget Process, (acts as Budget Officer); Risk Management (acts as Safety Coordinator); Code Amendment and Enforcement; and Town-County Cooperation and Communications (acts as liaison for the Town Board in establishing and maintaining communication, cooperation and coordination between the Town and the County.)

Qualifications

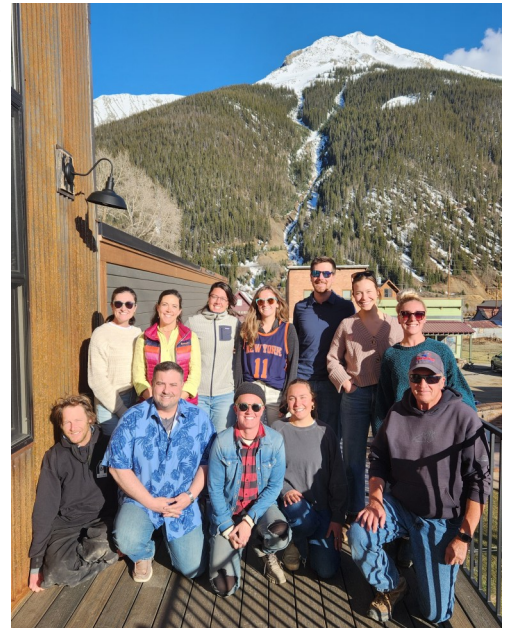
A bachelor's degree and at least three (3) years of demonstrated leadership experience in local government or a business or non-profit administration, communications or a related field. An advanced degree in political science, public administration, business administration, planning or a related field.

A Master's degree is preferred.

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

Applicants should also exhibit:

- Organizational skills and knowledge necessary to provide for the proper public administration of Town government; to prioritize and accomplish Town business affairs; and to organize and administer various government programs, projects, and activities.
- The ability to work efficiently, effectively, and responsibly with elected and appointed officials, employees, and the general public.
- The ability to access, transport, file, and retrieve Town records or documents as filled in the Town's vault, filing cabinets, storage facilities, and computers.



Real Town
Real People
Real Fun!

Watch Video Here:



[Silverton - Real Town, Real People,
Real Fun!](#)

The Ideal Candidate

1. Is a trusted leader who is eager to work with the Board of Trustees, Staff and Community to continue the positive momentum implementing the vision and projects outlined in the recently adopted [*Compass Master Plan*](#).
2. A hands-on manager and mentor who is solutions-focused, ethical, fair, calm and accessible. One who fosters a healthy organizational culture and empowers staff to learn and grow professionally.
3. Has proven project management skills and successfully manages multiple priorities.
4. Is an excellent communicator who is engaging and transparent and who maintains effective working relationships with staff, elected officials, community members, media and other key stakeholders.
5. Demonstrates political acumen, emotional intelligence and a willingness to listen.
6. Understands that the Town Administrator's role is to carry out the mission set forth by the Board of Trustees and is versed in issues related to local government, public policy, and board governance.
7. Is financially savvy and experienced with managing a municipal budget, leveraging partnerships, writing and managing grants, and pursuing alternate funding sources.
8. Has working knowledge of public administration including: planning; human resources; public works; water/wastewater management; public safety; capital projects; affordable housing; population/job growth; tourism, community recreation; and economic and community development.
9. One who is solution-focused, and understands the challenges associated with living and working in a mountain resort community such as Silverton.



Opportunities & Challenges

This is an excellent opportunity build on a solid foundation of success! The new Town Manager will work with the Board of Trustees, staff and the community to continue the positive momentum set in motion by current leadership. The successful candidate will use their leadership skills, financial acumen and project management expertise to execute the initiatives outlined in the recently adopted Master Plan. While, there are “big shoes to fill”, the new Town Administrator is coming into an environment and culture where teamwork, transparency and trust are the norm. He/she will have the opportunity to:

- Work with the Public Works Department to finalize the preliminary engineering report for the financing of a new Wastewater Treatment Plant (WWTP). The sewer collection system was updated this year through a USDA grant/ loan in preparation for the new WWTP.
- Coordinate with the Public Works Department to manage the refuse contract and sustainable revenue sources for the refuse fund.
- Assist the Facilities, Parks and Recreation Director on prioritizing and funding maintenance needs for both historic and new buildings.
- Support the Silverton Housing Authority Director in developing affordable housing in Silverton.



Recent Awards & Recognition

2023

American Planning Association
Colorado's Honor Award in Planning Excellence

2024

Colorado City & County Association
Manager of the Year &
Mountain Towns 2030 Collaboration of the Year

2025

American Planning Association
Colorado's Citizen Engagement Award



Compensation & Benefits

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

The Town offers a competitive salary and benefit package.

- **Housing & Relocation:** The Town is offering a \$7,000 housing stipend upon execution of lease or purchase of a house and \$7,000 after one year of employment and \$3,000 for reimbursable relocation costs.
- **Medical**—CEBT PPO3 and PPO4 Plans; - 100% paid by employer; eligible after 90 days of employment
- **Dental**—Delta Dental via CEBT-100% paid by employer; eligible after 90 days of employment
- **Basic Group Life**- CEBT-(Life A)- \$20K minimum to \$450K maximum; 100% paid by employer; eligible after 90 days of employment
- **Vision**—Vision Service Plan- 100% paid by employer; eligible after 90 days of employment
- **Retirement**— 401(a) retirement plan with a 4% employer match; eligible after one year of employment, plus a voluntary 457(b) plan— the employee can contribute up to 7% of salary
- **Short-term Disability Plan**- Lincoln National Life Insurance Company; 100% paid by employer
- **Paid Time Off**-accrual based on length of service
- **Education Expense Reimbursement**— up to \$1,000 for undergraduate studies, and up to \$1,500 for post-graduate studies
- **Season Ski Pass**— Kendall Mountain Ski Area— for employee and spouse
- **Wellness benefit** offering up to 10 counseling sessions per year
- **Cell phone and lap top**— issued by the Town
- **Compensatory Time for Exempt/Salaried Employees**— For hours worked over 80 per pay period; an exempt/ salaried employee may accumulate and bank up to 60 hours of comp time.

Note: 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, October 31, 2025, 5:00 PM MT.

Questions?

KRW Associates LLC is assisting the Town of Silverton 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 Silverton is an equal opportunity employer.