



Position: Town Administrator for the Town of Eaton

FLSA Classification: Exempt

Reports to: Town Board of the Town of Eaton

The Town of Eaton

The Town of Eaton Colorado is searching for a highly qualified candidate to fill the role of Town Administrator. Eaton is a town of roughly 6,000 residents nestled in highly productive farm ground in Northern Colorado along U.S. Highway 85, just 13 miles east of Interstate 25 and 6 miles north of Greeley. Eaton has a proud history of recognizing and harmonizing with the various agricultural entities that surround the Town and meeting the needs of the growing population to make it a great place to live and raise a family. Eaton has been nationally recognized for the last three years as one of the top 3 safest communities in Colorado.

Eaton has a strong and growing commercial base made up of multiple restaurants, markets, local retail, and professional offices. The Town offers desirable amenities, including a recently renovated library and a new community recreation center, operated by the Eaton Area Park and Recreation District. The community recreation center contains meeting spaces, multi-use courts, cardiovascular and weight facilities, swimming lanes and a children's swimming play area, and multiple sports fields. The Town and the District cooperatively work together to provide services to members of the community. Eaton is also host to a highly accredited public-school system, operated by the Eaton School District RE-2 with a new high school facility.

Eaton is ideally located in Northern Colorado, which is considered to be in the top 5 fastest growing regions in the United States. Eaton has been experiencing rapid growth in residential and industrial facilities over the last several years and is projected to continue with the rapid growth.

The Town operations consist of a Town Administrator, who efficiently administers the departments of the Town government, which includes Community Development, Admin, Public Works Department, and Police Department. Four employees serve at the Town hall, including an Assistant Town Administrator, Town Clerk, and Office Assistant. The Public Works Department consists of 8 employees. The Police Department is served by a Chief of Police and 13 officers and staff-members. The Town Board has regular meetings on the third Thursday of a given month and consists of a Mayor and 6 Trustees, all serving 4 year terms that are limited to two consecutive terms.

The Eaton Housing Authority, a HUD subsidized Section 8 housing development for seniors, is a branch managed by the Town. The Eaton Housing Authority is staffed by 2.5 full time employees and consists of 60 single bedroom apartments.

The 2019 annual budget for the Town is approximately \$13,600,000 and may be seen in its entirety at www.colorado.gov/townofeaton. The Town is fiscally conservative and has healthy reserves with very little current debt.

The Town Administrator Position

The Town Administrator is appointed by the Town Board and acts as the chief administrative officer of the Town. The powers and duties of the position include efficient administration of the Board policies and management of the multiple departments within the Town. The Town Administrator prepares the Board meeting agendas and is responsible for presentation of the annual budget to the Board and, once adopted, for ensuring that the Town adheres to the budget. The Town Administrator recommends measures to the Board deemed necessary for operations and, once approved, is responsible for implementing such measures. The Town Administrator is required to attend Board meetings, with the right to take part in discussion, but not to vote. With Board approval, the Town Administrator establishes personnel rules and regulations governing officers and employees of the town. The Town Administrator is also required to perform such other duties as may be prescribed by the Town Board.

The Town Administrator acts as the Town's human resources director, Planning and Zoning Commission administrator, Eaton Housing Authority administrator, and Police Department administrator. The Town Administrator manages economic development, transportation



planning, emergency planning, parks and recreation development, and day-to-day and long-term planning of the Town's water and sewer systems, including management of water and sewage testing and reporting. The Town Administrator is involved in contracting, researching, preparing grant applications, IT coordination, GIS mapping and Highway Users Tax Fund updates. The Town Administrator coordinates insurance and pension benefits and works with the Town's insurer, CIRSA, to manage liability and property insurance claims and losses. The Town Administrator assists with code enforcement and compliance and endeavors to ensure that the Town remains compliant with the provisions of the Americans with Disabilities Act. The Town Administrator is responsible for purchase orders and for administratively overseeing the financial health of the Town.

The Town Administrator interacts with citizens and works closely with other governmental entities to achieve intergovernmental coordination and cooperation. The ideal candidate must be a strong and effective communicator. The ideal candidate should be approachable, inclusive and a successful collaborator with Board Trustees, employees, and members of the community and surrounding communities. The individual should be able to work collaboratively with regional partners and stakeholders. The candidate will be expected to attend local and regional meetings and effectively advocate on behalf of the Town. The candidate must foster a strong working

relationship with local businesses and preferably have experience working on revitalization of a downtown area. The individual should be able to read and accurately assess blue prints, schematics, and maps.

As far as management, the candidate must have demonstrated strong leadership and inter-personnel skills. The individual should be supportive and team focused, demonstrating an affinity to help empower employees to grow and succeed in their individual roles for their individual success and for success of the Town.

The candidate should possess impeccable ethics and morals.

Compensation

The annual salary range for this position is \$130,000 to \$150,000. The Town offers health, dental, and life insurance benefits. The Town offers a pension plan, (401 (A) and 457) matched at 5% and fully vested after 7 years. The Town offers paid time off in accordance with the Town of Eaton's Employee Handbook, as may be amended from time-to-time.

Qualifications

Bachelor's Degree (Master's in Public Administration or related field preferably).

A minimum of five years of experience, preferably in municipal or local government administration at executive level.

Valid driver's license.

Competent in Microsoft Office Suite software.

Must reside within the Eaton community within nine months of date of hire.

Applications and Interviews

Submittal: Applications for the Town Administrator position should be addressed to Jane Winter, Town Clerk, 223 1st Street, Eaton, CO 80615, and include one (1) original and eight (8) copies of a cover letter describing the applicant's experience and interest, a resume and a list of references containing, preferably, at least three local government references.

Submittal Deadline: Applications must be submitted by **5:00 p.m. on July 7, 2021**.

Interviews: Interviews will tentatively be held during the week of July 12, 2021.

Questions: Questions should be submitted via email to Jane Winter at jane@eatonco.org.