

# Town of Dolores, CO

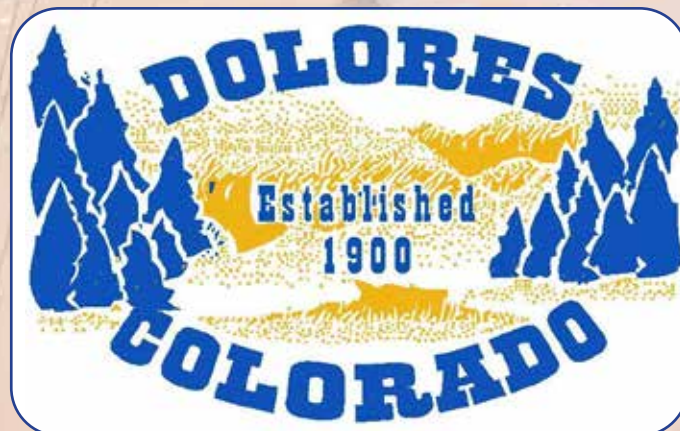
## Town Manager

**Hiring Range: \$80,000--\$100,000 (DOQ)  
Plus Benefits**

**Seeking an experienced management professional  
To provide positive leadership and  
Sound direction to the Town.**

**Applications are to be submitted to: [manager@townofdolores.com](mailto:manager@townofdolores.com)**

**Deadline: June 19, 2023 5:00 pm Mountain Time)**



## The Town and Surrounding Area

Dolores, Colorado – the ultimate destination for outdoor enthusiasts! Located in the heart of the San Juan Mountains. The Town of Dolores (pop. 892) is a small town located in Montezuma County, in Southwest Colorado. It is a tight-knit friendly and safe rural community. The Town is



traversed by the beautiful Dolores River and is surrounded by agricultural lands and the San Juan National Forest. McPhee Reservoir is adjacent to the town boundary and provides recreation opportunities and agricultural irrigation water.

Dolores has a rich history and is surrounded by beautiful landscapes, making it an attractive destination for tourists. The town's outdoor recreation economy has been growing steadily in recent years, and there are many opportunities for further development. By capitalizing on its natural resources and providing support for small businesses, Dolores continues to thrive and provide opportunities for its residents. Dolores' primary industry is now outdoor recreation and the related businesses that support the recreation industry, but also natural resources such as forestry and forest products; oil and gas development. Agriculture is also a primary industry. Large employers include the Dolores School District; the USFS San Juan Forest Regional Office; Mesa Verde National Park; Empire Electric Association.

The town's budget for 2023 is \$2,185,999. The budget includes 9 full-time employees. The town operates both a water treatment and wastewater treatment and distribution/collection systems. Law enforcement is provided through a contract with Montezuma County Sheriff's Office. The town public works department maintains all town streets and ROWs, operates and maintains the water and wastewater systems, the three town parks and town facilities. Other amenities include three town parks, a public library, a Community Center, many churches, and civic organizations. The Dolores Fire Protection District serves the town and the surrounding areas.

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## Opportunities & Challenges Facing the New Manager

This is an opportunity for a professional to build on an established town manager form of government in this community.

The new Manager has the opportunity to:

- Build on an established important leadership position under this structure;
- Facilitate project management activities to implement “the in-process” public works project (affordable housing, park improvements, a large water system project, complete the relocation of town hall, oversee the demolition and brownfields project of the present town hall, drainage improvements, finish the Fishing is Fund grant, etc.).
- Facilitate the development of a new Comprehensive Plan, a Watershed Protection Plan, etc.;
- Support the vision of continuing an elevated level of customer service;
- Ensure community engagement;
- Provide supportive and strong leadership to a dedicated team, with a focus on continued staff development and succession planning;
- Continue to ensure public confidence in the integrity of Dolores.

### The Position

The Town Manager is a full-time, exempt, benefit-eligible and salaried position. The Manager oversees the day-to-day municipal operations and functions as the Chief Operating/Chief Administrative Officer. The Manager will work with the Mayor, Board of Trustees, Town Clerk and Town Staff, to conduct the day-to-day functions of the Town and implement the plans and projects set forth by the Trustees. The Manager reports to the Trustees and is responsible for the proper administration of the Town’s business affairs.



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## Town Manager Responsibilities

Provide professional administration, guidance, management and supervision/oversight of municipal departments and staff (excluding the Town Attorney and the Municipal Judge).

Provide leadership and administrative advice to the Trustees. Attend Trustee meetings and participate in discussions in an advisory capacity.

Be an effective leader who assists the staff in maintaining the effective and quality customer service practices that are currently in place. Generate, evaluate and implement innovative ideas, as appropriate, to ensure continued success utilizing the ever-evolving customer service practices and applications. Ensure that the Town employees extend quality service to all citizens, customers and stakeholders.

Attend meetings with federal, state and other local officials as directed by the Trustees.

Unless otherwise assigned, serve as the Land Use Planner. As such, the Town Manager is the primary staff for the Planning and Zoning Commission.

Unless otherwise assigned, serve as lead staff to the Parks Committee.

Develop an annual budget in conjunction with the Town Treasurer and in compliance with Colorado budget laws. Prepare and present the annual report on finances and administrative activities to the Trustees. The manager is responsible for ensuring that all town contracts and franchises are properly adhered to and enforced.

Manage, direct and develop a system for long-range planning. Prioritize projects and programs. Develop and implement comprehensive plans for the care and maintenance of the streets, parks and town facilities.

Serve as the Town's principle public relations, public information, and inter-governmental affairs officer.

Responsible for pursuing grant opportunities for the community.



## The Ideal Candidate ...

- . . . . Is eager to embrace the Dolores community and become a visible leader who is willing to establish himself/herself long-term in Dolores.
- . . . . Has broad-based experience with all facets of local government management including, but not limited to: public works; building projects; housing- including affordable housing; law enforcement; and economic/rural development.
- . . . . Has considerable knowledge of modern policies and practices of public administration, including a working knowledge of municipal finance, human resources, public works, public safety, and community development.
- . . . . Is skilled in preparing and administering municipal budgets, and directing and administering municipal programs. Is proficient in analyzing comprehensive reports and providing professional oversight of important projects and initiatives.
- . . . . Must be an experienced and effective leader who will develop and mentor staff to ensure a healthy and efficient work environment comprised of team members who are prepared and eager to meet the challenges of running a town in a rural area.
- . . . . Must be willing to establish and maintain effective working relationships with town employees, town officials, community members and other key stakeholders.
- . . . . Is a visionary who has an appreciation for and understanding of small-town values, the agricultural and outdoor recreation industries, the local rural setting and culture, and its inter-relationship and delicate balance with economic development.



## Qualifications

A Bachelor's Degree in business administration, public administration, political science, community development, or a closely related field. A Master's degree in a related field of study is preferred.

A minimum of two (2) years of experience demonstrating progressive responsibilities in business and/or government, with a minimum of two (2) years of working in local government administration, finance, planning or a similar area; or any equivalent combination of education and experience. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job may be considered.

Experience must be sufficient to thoroughly understand the diverse objectives and functions of the various administrative and operational departments of a municipality to plan, organize, staff, implement, direct, coordinate, budget, evaluate work, and report on results for the Town as a whole entity.

Must possess or be able to obtain a valid state driver's license prior to employment.

## Compensation and Benefits

Hiring Range: \$80,000 -  
\$100,000-(depending on qualifications)

### Summary of Benefits

- Health Insurance- The Town pays 100% of employee and family premium. (CEBT UMR PP04 Plan). An additional benefit is an HRA to cover the cost of the deductible.

- Life Insurance- \$20,000.00 term life insurance policy.

- Dental and Vision Coverage- 100% paid for employee/family premium.

- Retirement Plans- The Town offers a simple IRA plan under section 408(p), matching 4% of contributions only. The plan will start after 6 months of employment.

- Vacation Leave: Is based on earned years of service, but may be negotiable for final candidates.

- Sick Leave: The Town pays for 4 hours of sick leave per pay period, bi-weekly.

- Paid Holidays: 13 Holidays per year paid.



## To Apply

Application materials accepted electronically at: [manager@townofdolores.com](mailto:manager@townofdolores.com)

Attach a cover letter, a resume, and contact information for six (6) professional references.

Deadline: June 19, 2023 (5:00 PM Mountain)

Questions?

Questions should be directed to the town manager: [manager@townofdolores.com](mailto:manager@townofdolores.com)



