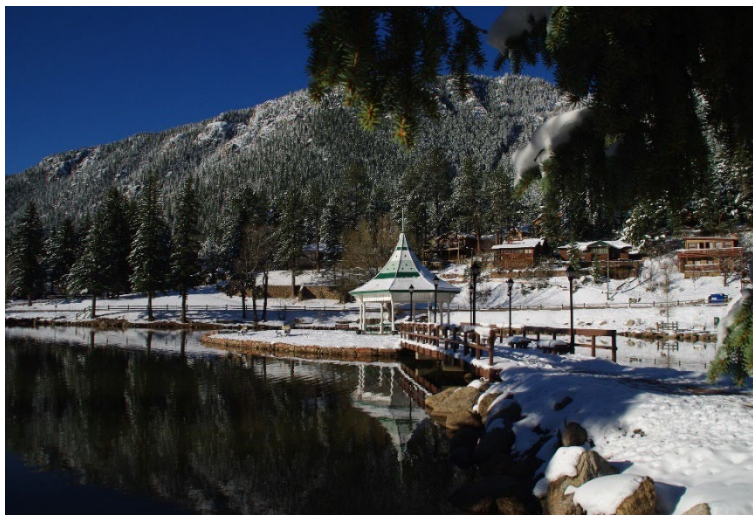




# POSITION BROCHURE AND JOB DESCRIPTION

## INTERIM TOWN MANAGER

### Green Mountain Falls, CO



***Positing is open until filled. First review of applications will be those received by 8:00 am on December 10<sup>th</sup>, 2024***

Complete application must include letter of interest and resume, including salary history.

If you are interested in this outstanding opportunity apply or direct any questions to:

[manager@gmfco.us](mailto:manager@gmfco.us)

[clerk@gmfco.us](mailto:clerk@gmfco.us)

#### **EQUAL OPPORTUNITY EMPLOYER**

Applicants will remain confidential until finalists are named for interviews.

Names of finalists are subject to public disclosure.

## **FOREWORD**

The Town of Green Mountain Falls is seeking a qualified, energetic and outgoing individual to serve as interim Town Manager. This position provides an outstanding opportunity to be a creative leader in a truly spectacular mountain environment. **The hours/schedule of this position is to be determined based upon the selected candidate's availability and the necessary workload as determined by the Board of Trustees but is anticipated to be at least 32 hours/week. Upon completion of the initial term of service, the candidate may seek reappointment if desired.**

## **ABOUT GREEN MOUNTAIN FALLS**

The Town of Green Mountain Falls is a summer resort community located north of Pikes Peak and eleven miles west of Colorado Springs just off U.S. Highway 24. At an altitude of 7,800 feet, the town is nestled in a picturesque mountain canyon surrounded on three sides by Pike National Forest. The El Paso/Teller County line goes north-south through the town, with sixty-two percent (62%) of the town in El Paso County, and thirty-eight percent (38%) in Teller County. Natural assets include: three creeks, multiple waterfalls, a lake, rugged cliffs, forests, wildflowers, hiking trails and abundant wildlife, including bears, deer, and mountain lions. Green Mountain Falls is a quiet and peaceful mountain town with a year-round population of about 870. In the summer, the number of residents doubles as people from other states arrive to use their family cabins.

Architecturally, Green Mountain Falls has a variety of rustic summer log cabins and Victorian houses mixed with newer homes. The town's character is reflected in the preservation of historic structures including the original land office building, hotels, and the Church in the Wildwood. The town's focal point is an 1890 Victorian-style gazebo, situated on an island in a small lake located in the center of town.

The Green Mountain Falls trail system provides twelve trails with a variety of hiking experiences. Several of these trails climb the ramparts overlooking the town and connect to the north slope of Pikes Peak and to three large reservoirs with great fishing.

[www.gmfco.us](http://www.gmfco.us)

[www.friendsofuteypass.org](http://www.friendsofuteypass.org)

[www.buildinguteypasscommunity.org](http://www.buildinguteypasscommunity.org)

## **HISTORICAL BACKGROUND**

Prior to the arrival of explorers and settlers, the nomadic Ute Indians established a trail along Fountain Creek, past the site of present-day Green Mountain Falls. Their path would later become a major transportation route from Colorado Springs into the mountains. The construction of the Colorado Midland Railway up Ute Pass opened a new era of resort life. In 1887, W.J. Foster bought a ranch from George Howard to build a new resort and town site which he named Green Mountain Falls. In the summer of 1888, the Town Company started developing streets, dug a lake, built a gazebo, and put up a three-story hotel. By July, an estimated 500 people were living in furnished hardback tents rented at \$4 to \$7 per week. In 1890, the town was incorporated.

People from Kansas, Oklahoma, and Texas visited the resort to escape fierce summer heat. They returned later to build family cabins and Victorian style homes. Many of these early homes have been passed down from generation-to-generation.

A series of fires in the early 1900s burned out many of the Ute Pass hotels. By 1923, the railroad ended passenger service, and all operations ceased in 1949. During this time, Green Mountain Falls began a steady transition from predominately summer-only residents to primarily year-round residents.

In the 1970s, Colorado Springs began experiencing explosive growth and, correspondingly, the Green Mountain Falls population jumped from 179 in 1960 to 669 in 2013 (US Census figures). More and more people moved to Green Mountain Falls to escape the noise and frenzy of the big city. This trend continues today to some degree.

## **EDUCATION**

Green Mountain Falls is served by Ute Pass Elementary School which is part of the Manitou Springs School District and located only two miles away. Middle and high schools are located in nearby Manitou Springs. Surveys have shown that the school district's regular high rankings were an important factor in residents' decisions to move to Green Mountain Falls.

## **HEALTH CARE**

Pikes Peak Regional Hospital and Surgery Center is located seven miles up the highway just outside of Woodland Park. A new, state-of-the-art community hospital, it offers the latest in innovative technology with highly trained and committed staff.

## **COMMUNICATIONS**

Cable, satellite TV, and internet service connections attract telecommuters to live and work remotely. They find Green Mountain Falls attractive whether they are looking for a more peaceful lifestyle, want to raise a family in a less crowded atmosphere, or simply want to experience a more active lifestyle with hiking and biking right outside their back door.

## **TOWN SERVICES**

The Green Mountain Falls Marshal's Department provides law enforcement services. The Marshal's Department works cooperatively with the El Paso County Sheriff's Office, Teller County Sheriff's Office, and the Colorado State Patrol. The crime rate is minimal compared to other tourist communities throughout Colorado.

The Public Works Department provides daily maintenance of roads, parks and facilities and the seasonal operation of the municipal pool. Public Works assists in planning for future capital improvements.

Utility service is provided to the Green Mountain Falls community by the City of Colorado Springs (water, electric) and Black Hills Energy (natural gas). All residences and businesses are on septic tanks.

Fire protection for the town is provided by a special district with volunteer staff.

## **FINANCIAL TRENDS**

Municipal revenues derived from sales and property taxes are roughly equal and together comprise over one half of the Town's total revenues. The remaining revenue is mostly derived from the Town's newly established lodging occupation tax, use taxes, permit and franchise fees, license fees, intergovernmental revenues, and charges for services. The property tax rate increased in 2014, and sales tax collections have shown slight annual increases thru 2018. Use taxes fluctuate and are directly related to building activity. Thus, the development and protection of revenue-producing property in balance with residential development is key to the Town's sound financial condition.

## **TOWN GOVERNMENT**

Green Mountain Falls was incorporated as a statutory town in 1890. The corporate authority of the Town is vested in an elected, non-partisan Board of Trustees, consisting of a mayor and four trustees. The number of trustees was reduced by election from six to four in November 2018. All are elected at large. The mayor is elected for a two-year term and the four trustees for staggered four-year terms. The Board of Trustees heads the government, and the Interim Town Manager is the chief administrative officer.

## **GOVERNMENT ORGANIZATIONAL STRUCTURE**

The Board of Trustees appoints the Municipal Judge, Town Attorney, Town Manager, Town Clerk/Treasurer, and Town Marshal. The Town Manager has full authority over hiring and supervising all other staff.

Municipal amenities maintained by the staff include town-owned buildings, parks, playgrounds, tennis courts, lake, and pool.

Municipal services provided by the staff include law enforcement, road maintenance, snow removal operations, pool operations, facility maintenance, and general administration. The Town is currently exploring the concept of creating a staff-level planning and land use function with the Town Board having appropriated a modest allocation for that purpose in the 2019 budget.

Building inspection and permitting services are provided by contract with the Pikes Peak Regional Building Department.

## **ORGANIZATIONAL STRUCTURE**

In 2016, the town hired its first Town Manager and abandoned the past practice of operating under a trustee liaison model. By hiring a chief administrative officer, the Board of Trustees delegates management of day-to-day operations to a professional manager, consolidating control over personnel functions and communication with the Board of Trustees into a single executive position.

The statutory functions of the Town Clerk/Treasurer are subject to Board of Trustee authority, while the administrative and financial aspects of the job fall under the supervision of the Town Manager. Similarly, the Marshal is appointed by the Board of Trustees, but day to day activities are accountable to the Town Manager. More information on the Town Government's Organizational Structure can be found [HERE](#).

## **STRENGTHS AND CHALLENGES**

Green Mountain Falls has had slow population growth for the past several decades yet manages to improve its services and the community without the benefit of a large economy. The Board of Trustees and town staff have worked diligently through the years to facilitate community improvements, many funded by competitive grants. This dedication, along with an enthusiastic volunteer base, reflects the entrepreneurial, can-do nature of Green Mountain Falls' citizens and staff. The Board of Trustees has proposed a ballot initiative for the November 2025 election cycle to enhance the community's economic vitality and support town services.

## **TOWN ROADS**

Green Mountain Falls' roads are mostly unpaved and due to their steep nature, need to remain so to allow residential access in the winter. The road surfaces can become dusty in the summer months yet also severely rutted due to the monsoon rains that regularly visit the area the same time of year. As such, in addition to winter plowing needs the road system requires regular upkeep year-round. The Town applies magnesium chloride to harden the surface, but the application must be done multiple times a year and is costly. Additionally, several of the Town's roadways face drainage problems in need of engineered solutions.

## **PARKS & FACILITIES**

The emblem of the town is the historic Gazebo that sits upon an island in Town's centrally located lake. It is well-known and a popular place for weddings and other celebratory events. A full history of the Gazebo can be found [HERE](#). The town also operates a small municipal pool which has been enjoyed by generations since the 1940's. It is one of the oldest running outdoor municipal pools in Colorado and operates seasonally from June to September. The Town of Green Mountain Falls maintains a public trail system consisting of 20 miles of magnificent pedestrian trails used year-round by locals and numerous visitors. These trails provide access to thousands of acres of national forest land, two scenic waterfalls and three large fishing reservoirs on the nearby North Slope of Pikes Peak.

## **SUSTAINABILITY**

Like other small towns throughout Colorado, development becomes an issue. Many citizens value the small-town atmosphere and fear that growth of any kind could alter the feel and community. Others encourage growth with a more seasonally balanced economy that could greatly enhance the community and still maintain the small-town atmosphere. The Town Manager will be expected to work closely with the Board of Trustees in aligning these two views to guide future changes and to balance the tax base for economic stability. Bringing in more business and/or increasing sales taxes are challenges the Town will inevitably need to face in the future.

Improved land use processes via the creation of a planning function at the staff level should assist the Town in tackling these types of general growth and land use issues. More specifically, the Town recently implemented a new ordinance meant to better regulate its robust short-term rental (STR) market. Of note is that the Town Board delegated its approval authority to the Town Manager. As a relatively new revenue source for the Town there is continued opportunity to improve functionality and ease of administration.

## **INTER-AGENCY RELATIONS**

It will be important for the Interim Town Manager to continue to promote trust and credibility with community members and key agencies involved in Green Mountain Falls' livelihood. Residents and business owners want an open, engaged administration, and they want to feel comfortable communicating and working with the Manager. This will entail involvement with community affairs to the same extent that other community leaders do.

The Interim Town Manager will be expected to continue to cultivate established collaborative relationships with El Paso County, Teller County, Green Mountain Falls/Chipita Park Fire District, the Ute Pass Triangle Chamber of Commerce, Pikes Peak Rural Transportation Authority, Pikes Peak Area Council of Governments, Pikes Peak Regional Building Department, Colorado Department of Local Affairs (DOLA), and other relevant organizations within the community and the region. Each of these separate agencies has a crucial role to play in the growth and livelihood of Green Mountain Falls. The Board will assist the Interim Town Manager with these relationships but will expect a high degree of professionalism in dealing with these and other agencies.

## INTERIM TOWN MANAGER JOB DESCRIPTION

The following is the Job Description for the Interim Town Manager position.

### PRIMARY RESPONSIBILITIES

The Interim Town Manager serves as the Town's chief administrative officer and is responsible for the departments and staff under his/her authority. Performance must be in accordance with Colorado statutes and local ordinances.

The Interim Town Manager carries out the policy decisions of the Board of Trustees and ensures the daily operation of the Town at the direction of the Board. While the Interim Town Manager provides recommendations and expertise for decisions facing the Board of Trustees, the Interim Town Manager has no voting authority. Work requires initiative, judgment, and the achievement of results, involving the ability to work positively, effectively, and independently with the public, staff, and officials.

The Interim Town Manager is measured on performance in the areas of financial administration, staff management, Board assistance, operational functionality, organizational development, liaison activities, citizen communication, planning and economic development, land use, and other special or project-related activities. Samples of specific duties and decision-making authorities are as follows.

### FINANCIAL ADMINISTRATION

- Perform the duties as the Budget Officer for the town
- Ensures compliance with the adopted budget, performing cost control and cash-flow analysis throughout the year, ensuring effective and efficient use of budgeted funds, personnel, materials, facilities, and time
- Advises the Board of the Town's financial condition and current/future needs in specific detail
- Provides the Clerk/Treasurer with the tools to ensure that modern accounting practices are employed
- Administers grant applications and grant contracts through completion
- Develops and administers all contracts

### PUBLIC WORKS

- Under the title of Interim Town Manager, concurrently serves as head of the Public Works Department
- Carries out the majority of the Department's administrative functions
- Provides direct supervision to all Department staff
- Gives general operational guidance to maintenance staff
- Oversees all special projects and significant civil projects in coordinating with project contractors, independent project managers, outside agencies, and others as necessary for project completion
- Based on observed need and priorities, regularly devises operational improvements and strategies for improved citizen safety and customer service

## **LOCAL AND STATE REGULATIONS OVERSIGHT AND ENFORCEMENT**

- Ensures municipal government compliance with all laws and Town ordinances
- Recommends legal measures that might serve the Town and assists with ordinance/resolution research and document preparation
- Accepts damage claims and legal papers for the Town
- Works with and serves as liaison to the Town Attorney

## **STAFF MANAGEMENT**

- Manages all staff by planning/assigning projects, organizing resources, controlling cost and quality, leading periodic staff meetings, and communicating plans, policies, and procedures
- Coaches employees in determining work procedures, preparing work schedules, expediting workflow, and developing procedures to improve efficiency and operational effectiveness
- Supervises direct reports including the direction of their daily activities, training staff, issuing instructions, and monitoring staff
- Hires and terminates employees. Assesses pay, evaluates performance, resolves grievances, ensures policy compliance, and disciplines all Town staff in all departments
- Assists staff with duties when necessary and adjusts for errors and complaints
- Gains Board approval prior to posting new positions

## **BOARD ASSISTANCE**

- Plans and coordinates Board meeting agendas and attends Board meetings
- Prepares/submits regular Town management reports to the Board and public
- Develops plans, reports, surveys, etc. to support Board decision-making
- Serves as the subject matter expert for Town ordinances, policies, and compliance issues
- Communicates to the Board between meetings as needed, and continuously serves to promote and support the Board

## **LIAISON ACTIVITIES**

- Represents the Board as to county and state officials, the general public, civic groups, commissions, and affiliated outside entities
- Serves as a liaison for various governmental and regional entities, such as the Colorado Department of Local Affairs and the Colorado Department of Transportation
- Attends joint meetings of the Board with county and citizen groups
- Coordinates Town activities with other agencies as needed

## **CITIZEN COMMUNICATION**

- Communicates Board plans, municipal code requirements, and Town policies and procedures to citizens, commissions, groups, and other agencies as needed



- Receives, responds to, and solves public inquiries and complaints, while keeping the Board of Trustees informed on the status of various citizen concerns
- In conjunction with the Town Clerk/Treasurer, coordinates the administration of the Town website and social media development
- Represents the Town at presentations, workshops, conferences, and other gatherings

## **PLANNING AND ECONOMIC DEVELOPMENT**

- Serves on local and regional development committees
- Researches and reports growth opportunities
- Provides input for community plan
- Assists with town issues and ordinances
- Implements proactive measures regarding land use
- Attends Planning Commission meetings as appropriate in order to serve as operational liaison between the Commission and Town Board

## **OTHER DEMANDS**

- Attends professional development meetings, trainings, seminars, and workshops, and works to enhance a professional communication network at state levels, regional levels, and within the professional community in general
- Assists the Clerk/Treasurer with insurance and benefits administration, day-to-day clerical needs, permitting and licensure issuance, information technology maintenance, records management and other tasks when able
- Serves in the capacity of the Town Clerk/Treasurer in his/her absence
- Attends to other duties as required

*The duties in this job description are illustrative of, but not inclusive of all the tasks performed by the individual in this position.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of established best practices and state of applicable law in the field of municipal governance
- Knowledge of business retention and redevelopment and related public financing methods
- Familiarity with trends in technology useful for municipal functions
- Knowledge of commercial sector needs and responsive to local business community concerns
- Thorough knowledge and demonstrated skills in municipal management; financial accounting; and municipal, state, and federal programs and decision-making processes
- Thorough knowledge and demonstrated skills in problem-solving, ability to synthesize information and work with others to develop alternative solutions and resolve conflict
- Analytical skills and a talent for innovation that can introduce to local government effective management practices from private business
- Strong knowledge of fiscal and other laws specific to Colorado, such as GASB, TABOR, CGIA, Gallagher, CORA, Sunshine laws
- Broad knowledge of employment laws and Human Resources practices for a public employer

- Knowledge of federal and state laws regulating the Town’s financial, environmental, and other operations
- Familiarity with historic preservation and the Colorado State Historical Fund
- Demonstrated skill in interpersonal, written, and oral communications
- Demonstrated skill in managing difficult or emotional customer or staff situations, focusing on solving not blaming, maintaining confidentiality, and keeping emotions under control yet remaining open to the ideas of others

### **SPECIAL REQUIREMENTS**

- Must be bondable
- Must possess or be able to obtain a valid Colorado driver’s license

### **EDUCATION AND PROFESSIONAL DEVELOPMENT**

- Bachelor’s degree with at least two years of relevant coursework, or graduate degree, in business administration or public administration, or a field closely related to a multiservice business organization or municipal government.
- Certified Public Manager designation desired.
- An appropriate combination of private or public sector experience and professional education leading to a proven capability to manage the affairs of this municipal corporation. Any equivalent combination of education and experience will be considered.

### **EXPERIENCE**

- Demonstrated experience in managing municipal public works operations as that field pertains to roads and facilities maintenance, parks and grounds upkeep, and general project management
- Working knowledge of the principles and practices of modern public administration, municipal finance, planning and land use, law/code enforcement, and basic public safety
- Experience and skill in financial management and analysis, preparation of budgets, and modern budget-oriented measurements of performance
- Private or public sector experience consistent with the full services of a municipality that includes infrastructure, utilities, marketing, and business expansion
- Experience and skill in planning, directing, and administering municipal programs along with strong project management skills
- Experience in the management, supervision, and human resource management requirements of personnel
- General understanding of risk management systems
- Ability to prepare and analyze comprehensive reports
- Experience with writing, submitting, and managing governmental and/or private sector grants
- Ability to operate personal computers including word processing, spreadsheet and database software (especially within the Microsoft Office application suite); familiarity with accounting software and ability to operate other office equipment such as copy and fax machines; general knowledge of the conceptual structure of a small network system

## **PERSONAL CHARACTERISTICS**

- Unquestioned integrity and ethics; demonstrates the highest standards of professional conduct
- Genuine interest in the community; community pride and character; approachable; and responsive toward residents, businesses, and stakeholders
- Understanding of the need to listen and learn before acting upon initiatives or making significant changes; acknowledgement that reasonable people do not always agree; ability to deal with conflict professionally and respectfully
- Tactfulness, professionalism, respectfulness, consideration, follow-through, and ability to react well under pressure
- High energy, imaginative, patient, and good humored
- Shows open rapport with staff members, valuing the talents and accomplishments of each individual
- Ability to learn from past mistakes; accepts responsibility; and puts the success of the team and Town ahead of personal goals or interests
- Commitment to appearing at Board meetings and actively participating in Town and community functions as appropriate
- Understanding of the importance of positive public relations, including communications with the public and media and skill in public speaking and presentations
- Recognition of the importance of the public profile of appointed officials and comfort with participation in community affairs

## **PERFORMANCE EXPECTATIONS AND APPRAISAL**

An Interim Town Manager can expect to establish mutually agreeable performance expectations and goals with the Board of Trustees within the first three months of employment. The regular administration of performance appraisals will be anticipated in the employment agreement.

## **INTERVIEW PROCESS AND CONFIDENTIALITY**

After screening and qualification of final candidates is completed, final candidates will be invited for an interview and to meet the community. Intensive background investigations will be conducted and shall include criminal background checks, educational background checks, and other tests of fitness and merit.

Résumés and all application materials will be kept confidential, but only until finalists are announced and invited for interviews and background investigations are begun. The full record of finalists will be subject to public disclosure no later than 14 days prior to an offer of employment, as per Colorado Statute 24-6-402 (3.5).

## **THE IDEAL CANDIDATE**

Individuals come with diverse backgrounds and unique experiences. The above lists of education, experiences, and human factors are suggestive of an ideal candidate. Understanding that retaining the ideal candidate is not always possible, the Board hopes to obtain an Interim Town Manager with as many of these attributes as possible. In so doing, the Board does maintain a firm expectation that the

successful candidate will maintain a genuine commitment to his/her own professionalism and ethics and a strong desire to gain and expand upon the skills and experience established here.

## **PHYSICAL DEMANDS**

*Environment:* Standard office setting; exposure to computer screens and other electronic equipment. Typical indoor air quality and temperatures.

*Physical:* This job involves sitting for extended periods of time, with the ability to stand, walk, reach, bend, and twist for short, intermittent times. Must be able to lift and carry objects weighing 30 pounds or less on occasion.

*Vision:* Ability to see in a range from reading distance to a distance of 20 feet with or without correction; vision sufficient to read computer screens and printed documents, and sufficient to recognize individuals from across the room.

*Hearing:* Hear in the normal audio range with or without correction.

*Speaking:* Be able to speak in an understandable voice with sufficient articulation.

## **COMPENSATION AND BENEFITS**

The hiring pay rate for the Interim Town Manager is \$85,000 to \$115,000 annually depending upon qualifications and experience.

The Town offers a comprehensive package of benefits including PTO leave, thirteen paid holidays, medical insurance, social security; and a retirement program with a 3% town match.

## **EXCLUSIVE SERVICE TO TOWN**

During the period of his/her appointment, the Interim Town Manager shall not be an employee of, or perform any service for compensation from, any person or entity other than the Town, unless the individual has first obtained approval of the Board of Trustees. The Interim Town Manager is expected to be fully engaged in Town business and community affairs.

## **EMPLOYMENT AT WILL**

The Interim Town Manager serves at the pleasure of the Green Mountain Falls Board of Trustees for an initial term of one year. Upon appointment, the Board expects to enter an employment agreement governing the terms of the Interim Town Manager's employment.