TOWN OF RED CLIFF, COLORADO

Town Administrator / Town Manager

Position: Town Administrator
Location: Red Cliff, Colorado
Employment Status: Full-Time, Exempt
Reports To: Mayor and Board of Trustees
Salary Range: $70,000–$80,000 annually, depending on qualifications and experience
Application Deadline: To be established following Board approval
Anticipated Start Date: Late November or December 2026, depending on the recruitment process

Compensation and Benefits

The anticipated annual salary range is $70,000–$80,000, depending on qualifications and experience, with final compensation and employment terms established by the Board of Trustees.

Benefits for eligible full-time employees include:

- Medical insurance coverage or a monthly insurance stipend, subject to Town policy.
- Colorado Retirement Association 401(a) retirement plan, including employee and Town contributions as well as an optional 457(b) with up to a 4% match.
- 12 paid holidays.
- Accrued PTO & sick pay.

Additional benefits and employment provisions may be negotiated as part of an individual employment agreement with the Board of Trustees.

Final compensation, benefits, and employment provisions are subject to Board approval and applicable Town policis.

About the Town

Nestled in the mountains of Eagle County, Red Cliff is a small, historic community with a strong sense of identity, dedicated residents, and a commitment to preserving its unique character.

As one of Colorado's oldest mountain towns, Red Cliff offers the opportunity to make a meaningful difference in a community where local government plays an essential and highly visible role.

The Town operates with a small staff and relies on collaboration, resourcefulness, and strong relationships with residents, elected officials, neighboring jurisdictions, and outside agencies.

Position Overview

The Town of Red Cliff is seeking a highly organized, adaptable, and community-minded individual to serve as its next Town Administrator.

Reporting directly to the Mayor and Board of Trustees, the Town Administrator serves as the Town's chief administrative officer and is responsible for overseeing municipal operations, implementing Board policies, managing financial resources, supervising staff, and coordinating municipal projects and services.

This is a hands-on position. In addition to providing leadership and oversight, the Town Administrator is directly involved in many aspects of daily municipal operations. The successful candidate must be comfortable managing multiple priorities, solving problems independently, learning new responsibilities, and working closely with a small team.

The position offers a unique opportunity for someone who enjoys both administrative leadership and practical, day-to-day problem-solving.

Essential Duties and Responsibilities

Municipal Administration and Leadership

- Direct and coordinate daily municipal operations, including administration, finance, public works, utilities, and community development.
- Implement policies, ordinances, resolutions, and priorities established by the Board of Trustees.
- Supervise employees, coordinate personnel matters, and support staff development.
- Manage relationships with contracted professionals, including the Town Attorney, Planner, Engineer, Building Department, and other consultants.
- Develop and maintain administrative procedures, policies, and internal controls.
- Coordinate intergovernmental relationships and represent the Town in regional meetings and initiatives.
- Respond to resident inquiries, complaints, and service requests with professionalism and sound judgment.

Financial Management and Budgeting

- Prepare, administer, and monitor the Town's annual budget, including General Fund and Enterprise Fund operations.
- Monitor revenues, expenditures, financial obligations, and long-term capital needs.
- Oversee municipal financial processes, including accounts payable, accounts receivable, utility billing, and financial reporting.
- Work with the Town's accountant and auditor to maintain accurate financial records and ensure compliance with applicable requirements.
- Assist the Board with financial planning, fiscal policies, and responsible management of public funds.
- Oversee municipal fees, licenses, and other revenue-related administrative functions.

Grants, Capital Projects, and Infrastructure

- Identify, research, and pursue grant funding opportunities.
- Prepare and coordinate grant applications, supporting documentation, budgets, reporting, and compliance requirements.

- Oversee and coordinate capital improvement projects, including streets, drainage, water and sewer infrastructure, public facilities, and other municipal improvements.
- Work with engineers, contractors, funding agencies, and governmental partners to advance Town projects.
- Track project schedules, expenditures, funding commitments, and grant requirements.
- Assist with long-term infrastructure planning and capital improvement priorities.

Planning, Zoning, and Community Development

- Coordinate land use applications, development reviews, building permit processes, and code enforcement matters with Town staff and contracted professionals.
- Support the Planning and Zoning Commission, including meeting preparation, coordination, and implementation of recommendations.
- Assist with updates to the Municipal Code, Comprehensive Plan, and other land use policies.
- Coordinate with property owners, applicants, contractors, and regulatory agencies.
- Assist with floodplain management, environmental regulations, and other development-related requirements.
- Promote responsible development consistent with the Town's adopted plans and community character.

Board Support, Public Communication, and Community Relations

- Prepare and coordinate Board meeting agendas, packets, staff reports, and supporting materials.
- Attend Board meetings and provide recommendations, updates, and administrative guidance.
- Research policy issues and present information to support informed Board decisions.
- Maintain open and effective communication with elected officials, staff, residents, and outside agencies.
- Prepare public notices, newsletters, correspondence, and other community communications.
- Coordinate community programs, public meetings, and special initiatives.
- Support transparency, public engagement, and responsive local government.

Regulatory Compliance and Municipal Records

- Help ensure compliance with applicable Colorado statutes, municipal ordinances, and administrative requirements.
- Coordinate public records requests and records retention.
- Support municipal elections, licensing, and official recordkeeping as assigned.
- Work with legal counsel on contracts, ordinances, enforcement matters, and other municipal issues.
- Coordinate municipal insurance, risk management, emergency preparedness, and administrative reporting.

Town Clerk Responsibilities

The position may also include appointment as Town Clerk, subject to Board determination. These responsibilities may include maintaining official municipal records, preparing minutes and public notices, administering elections and licensing functions, and performing other statutory Clerk duties.

Qualifications, Skills and Experience

Prior municipal government experience is not required, although helpful. The Town is seeking a capable, organized, and motivated individual with transferable skills, sound judgment, and a willingness to learn.

Successful candidates will demonstrate many of the following qualifications:

- Experience in business operations, administration, management, finance, or a related field.
- Strong organizational skills and the ability to manage multiple responsibilities, projects, and deadlines.
- Experience with budgeting, financial oversight, accounting, or financial reporting.
- Experience managing projects, coordinating contractors or vendors, and overseeing work from planning through completion.
- Strong written and verbal communication skills, including the ability to work effectively with employees, elected officials, residents, and outside organizations.
- Experience supervising employees, managing teams, or coordinating the work of others.
- Ability to research information, interpret policies and regulations, and make informed recommendations.
- Strong computer skills, including proficiency with Microsoft Office, spreadsheets, and financial or administrative software.
- Ability to work independently, exercise sound judgment, solve problems, and adapt to changing priorities.
- A commitment to professionalism, integrity, accountability, and public service.

Experience in municipal government, grant administration, planning and zoning, public infrastructure, or other local government functions is beneficial but not necessary.

A combination of education, professional experience, training, and demonstrated abilities will be considered. A college degree and prior government experience are not required. The Town values practical experience, initiative, adaptability, and a willingness to learn.