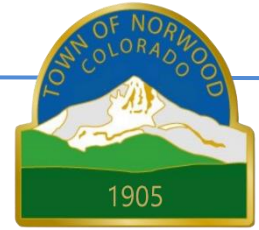


Town of Norwood, Colorado

JOB DESCRIPTION

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.



Administrative Director

Job Title: Administrative Director

Job Type: Full-Time, Exempt

Compensation: \$75,000 - \$85,000 Annually

Location: 1670 Naturita Street, Norwood, Colorado

POSITION SUMMARY

The Administrative Director provides long-term strategic planning, directs administrative staff and oversees the day-to-day operations for the Town of Norwood. Under the direction of the Board of Trustees, this position is responsible for the efficient, effective and fiscally-sound management of the organization.

The Administrative Director aligns with and leads by the vision, mission, and core values to ensure respectful and impactful collaboration within the organization as well as with other jurisdictions, agencies and associations.

JOB DESCRIPTION

*The following statements are illustrative of the **essential functions** of the job and do not include other nonessential or peripheral duties that may be required.*

The Town of Norwood Board of Trustees retains the right to modify or change the duties or essential functions of the job at any time.

Duties, and Responsibilities include, but are not limited to, the following:

- Hires, commends, coaches, promotes, disciplines, and terminates office administrative staff except the Town Attorney and the Municipal Judge. Encourages the development of employees and evaluates their performance to maintain efficiency and quality of work. Conducts performance evaluations and sets goal. Coordinates the various activities of the organizations through the direction of the Boards.
- Leads grant writing and the administration of grant funds.
- Heads economic development through master planning, capital improvement projects and strategic planning under direction of the Board.
- Attends and participates in Board meetings; directs preparation of the board meeting agendas; provides staff support, background data and research to the Boards; develops and recommends policies and procedures for Board's consideration. Informs the Board of pertinent items on the agenda which require their particular attention and concern.
- Exercises signature authority for staff, financial and management actions where the direct involvement of the Boards ~~are~~ is not required.
- Coordinates and collaborates with the Public Works Director to ensure that goals are achieved and that employees are following Town policies as well as the direction of the Board.
- Directs administrative staff regarding Board-approved projects, programs, and contracts; keeps the Boards apprised of progress on a periodic basis.
- Coordinates the annual strategic planning, goal setting and budget development processes.
- Brings critical budget issues to the Boards for discussion. Presents final budget to the Board for approval. Ensures expense and revenue budget is managed properly. Ensures cost control measures eliminate redundant systems. Establishes and implements cost-saving measurements.
- Completes salary and benefits surveys and provides recommendations to the Board. Recommends changes in classification, department structure, and the hiring of new employees above entry-level salary to the Board.
- Selects and administers the employee benefit package (health insurance, retirement plan, etc.).
- Ensures administrative staff is in compliance with all policies.

- Represents the governing board at meetings with Federal, State, Regional and Municipal officials; acts as spokesperson in absence of the Mayor or as directed by the Board.
- Assures compliance with relevant federal laws and regulations, Colorado Laws and rules, and Town ordinances and Board regulations.
- Assists and supports the Board’s work in developing policy and responsible for enactment and enforcement. Collaborate with the Town Attorney to develop proposed ordinances and resolutions.
- Monitors legislation that affects Municipal, District and County government and Boards to develop responses to legislative proposals.
- Oversees the development, approval and dissemination of public information media release.
- Negotiates contracts on behalf of the Boards and takes direction from the Board’s legally designated representative.
- Develops, revises, proposes, implements and assures adherence to policies, rules, instructions and procedural manuals.
- Performs additional duties as appropriate and assigned by the Boards.

DESIRED KNOWLEDGE, SKILLS & ABILITIES

- Prioritize the most important duties and responsibilities to accomplish the goals established by the Town of Norwood Board of Trustees.
- Proven organizational leadership abilities and demonstrated skill in management, personnel, team building, and finance. Must be an excellent communicator who knows how to set and accomplish goals and priorities. Must work well with people in a variety of settings.
- Possesses grant writing experience and finding new grant opportunities.
- Proficient in Microsoft Office Suite, Google Suite, Outlook, and navigating a Windows-based computer system.
- Be an ultimate team player and possess the ability to foster and cultivate positive, effective, and trustworthy professional relationships with all employees, Elected Officials, and the general public.

- Possesses strong reasoning, problem-solving and analytical skills; must be able to make rational decisions through logical and deductive reasoning processes.
- Expresses ideas clearly and concisely, both verbally as well as in a variety of written formats, including live and virtual presentations.
- Ability to deliver effective results in a fast-paced environment while adhering to scheduled deadlines.
- Spanish speaking preferred but not required.
- Possesses an extremely high level of attention to detail.
- Must be honest, integrous, truthful, positive, and.

MINIMUM EDUCATION & EXPERIENCE

- Bachelors' Degree in Public or Business Administration, Finance or closely related field with two (2) years of equivalent Administrative Director experience or six (6) years of managerial experience in local government administration or six (6) years of private industry management experience involving public visibility and directing team members.

REQUIRED LICENSES & CERTIFICATIONS

- Must possess and maintain a valid Colorado Driver's License and satisfactory driving record.

SPECIAL REQUIREMENTS

- As part of your duties as the Administrative Director, you may be called upon to perform duties outside your day-to-day activities in order to support county emergency operations. All employees are required to complete National Incident Management System (NIMS) training within two (2) years of employment.
- Must be able to satisfactorily pass a comprehensive, pre-employment criminal background and motor vehicle check.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of consecutive time at a desk workstation while viewing multiple computer monitors. Physical ability and mobility to drive a motor vehicle to and from meetings and traverse uneven and rugged terrain as required. Ability to work extended shifts and attend training and meetings outside of regularly scheduled hours and the ability to work in stressful situations. Travels to other locations using various modes of private and commercial transportation.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in an environment making decisions that could lead to major community or organizational consequences if appropriate decisions are not timely. This job operates primarily in an office environment. This position requires work to be performed in a relatively safe, secure, dynamic, and confidential environment that requires the ability to be sensitive to confidentiality and change while being responsive to changing goals, priorities, and needs. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Ability to tolerate and be productive in a quiet to moderate noise level in the workplace. May include at times working and operating a vehicle in severe weather conditions, especially during the winter season.