



Job Description
Town Manager
The Town of Keystone

Description of the Town and its Needs

Keystone will become the newest Home Rule Town in Colorado when the Town Council is seated in early February 2024. Located in Summit County, it is a mountain resort community which is home to approximately 1,300 full time residents, over 3,600 condos and homes, a deed restricted workforce housing area, 2,100 seasonal housing beds, a business community, and has a peak ski weekend population of 25,000. The town is a year-round resort community with Keystone Resort located within the boundaries.

The Town Manager will have a key role in guiding the direction the Keystone Community will take in the future. The goal is for Keystone to be a model town for efficiency, transparency, provision of services and the consideration of the views of the entire community in town decisions.

The Town Manager of Keystone will have challenges unlike any other town manager in Colorado. This position will be Keystone's first Town Manager who will be responsible for hiring the first staff, and in 2024 building a team to administer the town and transfer services currently provided by Summit County to the new Town. New infrastructure, processes, ordinances, and systems must be developed, approved, and implemented to ensure the uninterrupted continuation of current services to the community. Town departments will include the Town Clerk, Town Attorney, Finance, Community Development, Public Works, Law Enforcement, and Municipal Court. Current plans are for road and bridges maintenance, trails and open space maintenance, building inspections, finance and accounting, the Town Attorney, and law enforcement to be contracted. In 2025, the focus will shift to long term planning with the completion of a Comprehensive Master Plan, Trails and Open Space Master Plan, and Roads and Bridges Capital Investment Plan. The Town Manager will have the flexibility to tailor the staff, infrastructure, and systems to best provide services to the community. The Town Manager

is expected to work closely with Summit County, neighboring towns, Colorado Department of Transportation and Vail Resorts to achieve Town Goals.

This is a once in a lifetime opportunity to be on the ground floor and build and shape a town The Town of Keystone needs a Town Manager who:

- Can build from scratch the policies, procedures, and norms of the new Town.
- Is a hands-on leader with multiple skill sets, capable of building a team to accomplish the duties of a small-town staff to meet the needs of the Keystone Community.
- Can assess the town staff size and responsibilities and assign duties to staff members to right-size the organization to meet town needs.

Position Description

The Town of Keystone operates under the Council/Manager form of government. The elected Town Council is primarily responsible for the creation of policies, goals, and objectives. The Town Manager manages the day-to-day operations of the organization as well as translating the Council's vision and goals into budgetary priorities and operational objectives. The Town Manager is expected to be active and involved in local and regional associations and partnerships.

The Town Manager is the chief administrative officer of the Town and serves at the pleasure of the Town Council. The Town Manager shall be chosen by the Town Council based on executive and administrative qualifications with particular emphasis on experience and training.

Duties and Responsibilities

The Town Manager is responsible for providing leadership, efficiency, transparency, accountability, and fiscal responsibility to the organization. The Town Manager will lead all daily operations of the Town, with reporting functions in Administration, Finance, Community Development, Public Works, and Law Enforcement. The Town Manager acts in a supervisory capacity over all town employees and is responsible for hiring, training and termination of employees. Performance management will also include regular reviews and assessing annual contracts.

The Town Manager is expected to live within Summit County, Colorado or within reasonable proximity to Summit County, Colorado. The Town Council can make an exception to this expectation.

The Town Manager must perform the function and duties as specified within Colorado Statutes, the Town Charter, and perform other legally permissible and proper duties and functions. The Town Manager works closely with the Town Council and will perform the duties necessary to ensure efficient and effective provision of all Town services.

Demonstrated Skills

- Extensive knowledge of the affairs of local government including but not limited to: budgeting, land use planning, public works, employee relations, public relations, financing, contracting, capital improvements planning, principles of supervision, training and evaluation of staff.
- Demonstrated financial skills including oversight of finance/accounting and vendors.
- Demonstrated skills in writing and administering contracts for products and services for the Town.
- Proactive management style particularly in the areas of program recommendation and community engagement.
- Ability to analyze problems, interpret policies, laws, regulations, and procedure, prepare reports, and develop appropriate recommendations.
- Ability to communicate clearly, both orally and in writing.
- A dynamic hands-on leader with a willingness to work with team members to achieve town goals.
- Proven ability to build and lead a team.
- Ability to work, advocate, and negotiate with Summit County, neighboring community, state, Forest Service, and business partners to achieve town goals.
- Demonstrates management skills.
- Successful in working with Commissions, Boards and Councils.
- Ability to build consensus within groups.

Required Education and Experience

- A bachelor's degree in management, business administration, public administration, finance or other related field.
- Master's degree in related fields preferred.
- Five years experience in public administration preferred.
- Experience with municipal destination resort community desired.

Compensation

Salary Range of \$130,000 - \$200,000 dependent upon qualifications.

Benefits

- Retirement
- Medical, Dental and Vision
- Life Insurance
- Long Term Disability Insurance

- Health Savings Account (HSA)
- Flex Plan
- Leave Time
- Holidays
- Other Benefits

Selection Process/Schedule

Application submittal deadline January 15, 2024

Selection of finalists: Mid-February 2024

Interviews with finalists End of February/March 2024

Letter of interest, resume and three professional references should be sent to Incorporatekeystone@gmail.com. All applications will be kept confidential until the finalists are announced for interviews.