

Town Manager

BASALT, COLORADO



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THE COMMUNITY

Surrounded by breathtaking wilderness, the picturesque mountain town of Basalt, Colorado lies in the heart of the Roaring Fork Valley, between Aspen and Glenwood Springs. Basalt is ideally situated in one of the nation's most famous and beautiful tourist destinations, well-known not only for its excellent ski areas, but also for a variety of outdoor activities providing year-round recreational and cultural opportunities.

This charming historic town of approximately 4,000 residents enjoys easy highway access and service from two airports and is situated at the convergence of the Roaring Fork and Fryingpan Rivers. Founded in the late 1800's as the regional hub for the Colorado Midland Railroad, Basalt was incorporated in 1901 and named for the basaltic rock formation on Basalt Mountain just north of town. The 1.9 square mile town traditionally has been viewed as a bedroom community to Aspen, offering convenient services, a family environment and numerous recreational opportunities.

Basalt's thriving economy is driven by fishing, creative arts, retail sales, and tourism. Basalt is the only town in North America boasting two Gold Medal rivers flowing right through downtown. These waters offer some of the finest year round fishing in the United States. Outdoor enthusiasts enjoy camping, boating, hiking, golfing, biking, snow shoeing, as well as cross-country and downhill skiing, all within a 15 mile radius. Basalt also draws valley residents and visitors alike for its variety of arts, culture, fine dining and shopping. Basalt's restaurants serve everything from picnic lunches to gourmet dinners, while galleries showcase local and international artists, and shopping abounds with boutique shops offering specialty items and keepsakes.

There are two primary commercial hubs in the town. The historic downtown on the east side of town houses a colorful collection of quaint shops, office space, mixed use development, art galleries and charming restaurants in its restored Victorian brick buildings. The newer Willits mixed-used development, with its diverse group of unique restaurants, retail shops, hotel, office space, and residential lofts anchors the commercial area on the west. Other amenities within the town include numerous health care facilities, several schools, a post office, and the Basalt Regional Library – a brand new modern facility that is highly energy efficient, boasts a giant solar array, and was recently supported by a tax extension for operations.

Basalt enjoys ample sunshine due to the orientation and width of the valley in this area. At an elevation of 6,610 feet, Basalt enjoys an average high temperature in July of 80.6 degrees Fahrenheit and 242 sunny days a year. Winters are snowy, but the sunshine and dry climate make them feel mild and ensure that the snow does not stay on the ground long. Summer days and nights are comfortable with relatively low humidity. Precipitation can vary greatly from year to year.

Other amenities that add to Basalt's attractiveness include several dozen acres of open space and parks within Town boundaries, an incoming kayak park on the river, easy access to mass transit, the installation of a pedestrian underpass under the highway, and several new affordable housing projects under construction.

Basalt is an ideal blend of story-book charm and commercial vitality, offering residents and visitors world-class dining, eclectic arts, recreation and adventure. To learn more about the Town of Basalt, please visit www.basalt.net

THE ORGANIZATION

Basalt operates under a Home Rule Charter that was adopted in 2002. The Town is managed under the Town Manager-Council form of government. The governing body is made up of six councilmembers, who serve four-year staggered terms. Councilmembers are limited to two consecutive four-year terms. The Mayor is elected to a four-year term and is also limited to two consecutive four-year terms.

Basalt's Town Council is highly diverse and possesses a high level of leadership. They do not always agree but are able to discuss their differences and leave a meeting together with mutual respect. They expect the full support of the Town Manager as well as ongoing education and coaching about various aspects of government, vision and creativity.

The Town's General Fund budget for 2017 is just under \$10 million. In developing the budget, the Town Council has restored a 33 percent reserve for its operations. 2017 marks the first time in Basalt's 115-year history that it has developed a formal Capital Improvement Plan budget. The proposed capital budget for the next five years totals \$13.45 million.

With 30 employees, Basalt provides a range of services including police protection, water, the construction and maintenance of streets and infrastructure, public works, planning, code enforcement as well as recreational and cultural services. Educational, fire protection, sanitary sewer, trash services and portions of water services are provided by separate entities and legal and engineering services are outsourced.

THE POSITION

The Mayor and Town Council are seeking a pragmatic leader with high ethics and

an unquestionable sense of integrity, who embraces open government and transparency, as well as having a broad command of management, financial, budgeting, intergovernmental relations, capital improvement planning, and organizational skills. It is expected that the new Town Manager will treat all fairly, equally, honestly and respectfully and will provide reasoned and sound recommendations for the Council's consideration. The Town Manager will provide strategic leadership, focus, and direction not only to the Mayor and Town Council, but to the staff as well as the community as a whole.

Basalt's next Town Manager must possess outstanding listening and communication skills as well as excellent interpersonal skills – someone who can flourish and lead in a very diverse environment. Many believe these specific qualities will ultimately determine the Town Manager's long-term success.

Staff training, coaching and leadership is a must. He/she must support the Town Council and its direction as the number one priority. Clear and open communication is mandatory, and surprises are unacceptable.

The ability to develop performance measurement systems for municipal services and evaluate the effectiveness of departments and take actions necessary to achieve optimum performance levels is also required. The ideal candidate will treat all staff fairly and in a friendly and collaborative way but will also have the ability to correct errors on performance gaps in private, while accepting responsibility in public.

The new Town Manager will be responsible for applying for and administering federal, state, and private grant funds as well as acting as the liaison with state and federal government, local civic and business entities, and interested members of the public. He/she will facilitate the flow and understanding of ideas and information between and among elected officials, employees and citizens.

She/he must also be visible, involved in, and accessible to the Mayor and Town Council, the staff, and the entire community. The Town Manager will be politically astute, yet completely apolitical and will team with the Mayor and Town Council and staff in providing open, responsive and customer-oriented service to the community. He/she will have an inclusive management style with a willingness to delegate to professional staff.

Crucial success factors for the new Town Manager, along with the listening and communication skills mentioned above, will center on protecting the financial stability of the Town, collaboration and consensus building



at the Town Council level, innovative problem solving, and the innate ability to manage the day-to-day operations of the Town while at the same time looking out over the horizon to see what might impact the Town of Basalt in the future. She/he will ensure fiscal responsibility and modern accounting and financial reporting, will have experience negotiating and administering service agreements with other jurisdictions, and will assure compliance with relevant federal and state laws and regulations.

The Town of Basalt needs a proactive administrator, someone who is confident and able to provide the leadership necessary, in collaboration with the Council's direction, to help the Town shape its future and move it forward, and share the accolades when successful.

An open, friendly style with a calm, even disposition and a sense of humor will serve the ideal candidate well.

A Bachelor's degree (BA/BS) from a four-year accredited college or university required, with a program in Public Administration or Business

Administration desirable. Master's degree in Public Administration or Business Administration preferred. Demonstrated experience in management/supervision and financial analysis required and experience in municipal administration required, as well as at least 10 years experience in municipal administration with at least five years spent as a Manager/Administrator or similar position.

THE COMPENSATION

The salary range for this outstanding opportunity is from \$129,810 to \$170,000 depending upon qualifications and experience.

Relocation assistance and housing assistance negotiable as it is the Town's desire that the Town

Manager live in the Town of Basalt, or at least within a reasonable commutable distance from the Town of Basalt.

Employee Benefits include but are not limited to Group Insurance (medical, dental, life, vision, and disability insurance

coverage programs through the Town), ten paid holidays, sick leave (with a voluntary buy-back program), paid vacation, 401 (K) retirement plan with match from the Town, technology allowance, and a transportation allowance.



SEARCH SCHEDULE

Filing Deadline.....March 13, 2017

Preliminary Interviews.....
.....March 20 through March 29, 2017

Recommendation of Candidates.....April 4, 2017

Semi-finalist Interview Process April 21, 2017

Finalist Interview ProcessApril 28, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney

apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Phil McKenney toll-free at (866) 912-1919 for more information.



www.peckhamandmckenney.com