

The Town Administrator shall have specific duties as follows:

- a. Be responsible for the enforcement of laws and ordinances for the Town;
- b. Recruit, hire, evaluate, suspend, transfer, and remove Town employees for cause subject to the provisions of C.R.S. (except the Town Judge and Town Attorney), except as otherwise provided by Town policy, determine work procedures and priorities;
- c. Make appointments based on executive and administrative ability, training, and experience related to the work which they are to perform;
- d. Cause a proposed budget to be prepared annually and submit it to the Town Board of Trustees and be responsible for the administration of the budget after its adoption;
- e. Prepare and submit to the Town Board of Trustees at the end of the fiscal year a complete report on finances and administrative activities of the Town for the preceding year, and upon request of the Town Board of Trustees, make written and verbal announcements at any time concerning the affairs of the Town;
- f. Keep the Town Board of Trustees advised of the financial condition and future needs of the Town and make such recommendations to the Town Board of Trustees for adoption as they may deem necessary or expedient, and provide quality financial reports to the Town Board of Trustees;
- g. Exercise supervision and control over all applicable executive and administrative departments, and recommend to the Town Board of Trustees any proposal it thinks advisable to establish, consolidate, or abolish administrative departments;
- h. Be responsible for the enforcement of all terms and conditions imposed in favor of the Town in any contract or public utility franchise, and upon knowledge of any violation thereof, report the same to the Town Board of Trustees for such action and proceedings as may be necessary to enforce the same;
- i. Attend Board of Trustees meetings and work sessions and participate in discussions with the Board of Trustees in an advisory capacity;
- j. Establish a system of accounting and auditing for the Town which shall reflect, by generally accepted accounting principles, the financial condition of the Town;
- k. Establish, subject to approval by the Town Board of Trustees, appropriate personnel rules and regulations governing officers and employees of the Town in conformance with the Town's Personnel Policy;
- l. Recommend to the Board for adoption such measures, resolutions, acts, and policies as the Town Administrator may deem necessary or desirable for the efficient and proper operation of the Town and the performance of its functions;

- m. Provide professional advice to the Town Board. Formulate and recommend policies and procedures for the Town. Communicate official plans, policies, and procedures to staff and the public. Make formal presentations as necessary—Track Board direction and inquiries. Prepare and review operational, administrative, and other special reports. Receive general policy direction from the Town Board and follow up with appropriate staff or outside organizations to take necessary action. Serve as leader of the "executive leadership team," implementing Town goals, values, culture, long and short-range planning, policies, procedures, and practices with the goals of consistent improvement;
- n. Perform such other duties as may be prescribed by ordinance or required of her by the Town Board of Trustees which are not inconsistent with state statute;
- o. Be responsible for the preparation of plans and specifications, estimating the cost, advertising for bids, supervision, and approval of any public work or special improvement;
- p. Establish and maintain proper relationships with other levels of government and public service agencies and conduct all business negotiations between them and the Town, the nature of which does not require the personal attention of the elected officers of the Town;
- q. Provide effective and efficient customer service both internally and externally. Create and retain effective working relationships throughout the organization and in the community. Respond to Town Board and citizen requests for information and assistance. Respond to citizen inquiries and concerns on behalf of the Town, including investigation, research, and problem-solving.
- r. Maintain critical sensitive, and confidential communication. Utilize diplomacy, communication, and conflict management skills. Investigate and resolve complaints. Negotiate and execute economic and intergovernmental agreements in the interest of the Town;
- s. Issue such administrative regulations and outline general administrative procedures in the form of rules that do not conflict with the Town Code, the Town's Personnel regulations, and the State's laws. Review, recommend and implement the Town's Personnel Policies and Procedures. Oversee other Town operational regulations, Town's compensation, and evaluation systems; and
- t. Act as an ex-officio member of all agencies, boards, commissions, and bureaus established by the Town.