



Town Of Center

P.O. Box 400 • 294 South Worth • Center, CO 81125 • 719-754-3497(Phone) • 719-754-3379(Fax)

Town of Center Open Position: Town Manager

TOWN OF CENTER, COLORADO Seeks a TOWN MANAGER.

GENERAL STATEMENT OF DUTIES: Supervises 22-25 employees of varied departments such as Utilities, Public Safety, Streets and Parks and Administration.

Position Overview – As the Town Manager, you will serve as the chief executive officer of our municipality, responsible for overseeing all aspects of municipal operations and administration. You will work closely with elected officials, department heads, to implement policies, manage resources, and foster sustainable growth and development.

Key Responsibilities: Provide visionary leadership and strategic direction to achieve the town's goals and objectives. Collaborate with elected officials to develop and implement policies that reflect the needs and priorities of the community. Manage the day-to-day operations of the Town's departments. Ensure efficient use of resources and adherence to budgetary constraints. Foster effective communication and engagement with residents and businesses. Represent the Town's interests in regional, state, and federal forums. Have some knowledge of Human Resources. Promote transparency, accountability, and ethical conduct in all town activities.

EDUCATION AND EXPERIENCE: The Board will consider, on a case by case basis, a combination of education and experience that shows capacity to perform the essential functions of the job.

Qualified candidates should submit their resume to Rose DeHerrera, Town Clerk at rose@centerco.gov or Town of Center, PO Box 400, Center, CO 81125.

The Town of Center is an Equal Opportunity Employer and values diversity at all levels of its workforce.

CLOSING: Open until filled.

SALARY: DOE with benefits.

JOB TYPE: Full Time/Exempt.

LOCATION: Town Hall, 294 S. Worth Street, Center, CO.