



CITY OF TRINIDAD, COLORADO  
1876

## CITY MANAGER

### Negotiable Salary (with Excellent Benefits)

Apply by **June 15, 2010** (First Review, Open Until Filled)

#### The City

The City of Trinidad, Colorado, is a financially sound, “home rule” municipal corporation organized under a Council-Manager form of government. The City is dedicated to the provision of superior services to its citizens and visitors, which services include electric, natural gas, water, and sewer utilities; police; fire; finance; public works; community development; and parks and recreation, including an aquatics center, a municipal golf course, recreational reservoirs, a skate park, and a mountain resort. The City’s annual budget is approximately \$32 million.

Trinidad is located in southeastern Colorado, halfway between Denver and Santa Fe. The City enjoys a unique geographical setting among the foothills of the southern Rocky Mountains and along the banks of the Purgatoire River. The City also rests at the confluence of Interstate 25, U.S. Highway 160, and State Highway 12 (the “Highway of Legends”). Encompassing eleven square miles of land area, Trinidad is currently home to 9,500 residents. Trinidad is also the county seat of Las Animas County, Colorado’s largest county.

Trinidad retains an “Old West” culture from its pioneering days along the Santa Fe Trail. The *Corazon de Trinidad Historic District*, which encompasses much of the City’s downtown core, contains several structures that are listed on the National Register of Historic Places. Trinidad’s other numerous amenities include the Carnegie Public Library, the Cougar Canyon Golf Links, Mount San Rafael Hospital, Trinidad State Junior College, and Trinidad Lake State Park.

#### The Position

Reporting to the City Council, the City Manager serves as the chief administrative officer of the City. The City Manager’s duties include, but are not limited to, the following:

- Hiring, firing, managing, and motivating the City’s personnel;
- Preparing and executing an annual budget;
- Preparing a complete report on the finances and administrative activities of the City for each fiscal year, and upon request of the Council making written and verbal reports at any time concerning the affairs of the City;
- Keeping the Council advised of the financial condition and future needs of the City and making such recommendations to the Council for adoption as he/she may deem necessary or expedient;
- Exercising supervision over all administrative departments, and recommending to the Council any proposal he/she thinks advisable to establish, consolidate, or abolish departments;
- Being responsible for the enforcement of the laws and ordinances of the City;
- Being responsible for the enforcement of all terms and conditions imposed in favor of the City in any contract or public utility franchise, and upon

knowledge of any violation thereof, reporting the same to the Council for such proceedings as may be necessary for enforcement;

- Attending Council meetings and participating in Council discussions in an advisory capacity;
- Establishing a system of accounting and auditing for the City which shall reflect, in accordance with generally accepted accounting principles, the financial condition and financial operation of the City;
- Establishing, subject to approval by the Council, appropriate personnel rules and regulations governing officers and employees of the City; and
- Performing such other duties as may be prescribed by the City's Home Rule Charter, or by ordinance, or required of him/her by the Council which are not inconsistent with the City's Home Rule Charter.

The City Manager will be required to maintain his/her primary residence within the corporate limits of the City of Trinidad within six (6) months of commencement of employment.

#### **Desired Professional & Personal Attributes**

The selected candidate will be a talented manager and leader who is able to build consensus among the Mayor, City Council, City boards and commissions, City staff, and the Trinidad community. He/she should be honest, hard-working, innovative, and approachable. The selected candidate will also be able to organize and express ideas through excellent oral and written

communications. He/she will be politically astute while also demonstrating a strong sense of integrity.

#### **Challenges & Opportunities**

Like many local governments, the City of Trinidad is experiencing financial challenges. Trinidad's next City Manager will be tasked with improving the City's financial condition through actions that may include productivity improvements, reorganization, and/or the expansion of the City's tax base through economic development. Additionally, an aging workforce may necessitate a focus on succession planning.

#### **Experience & Education**

Candidates should have at least five (5) years of senior public sector management experience, such as a manager/administrator or department director in a city, county, or comparable organization. A bachelor's degree in public administration, business, or other applicable field is required. A master's degree is preferred. An equivalent combination of experience, education, and training may be considered. The Mayor and City Council are open to considering applicants who do not have local government experience but have managed other types of large, complex organizations.

#### **Compensation & Benefits**

- Salary shall be commensurate with qualifications
- Professional services contract
- Medical insurance
- Life insurance
- Retirement plan
- Paid vacation, holidays, and sick leave
- Numerous voluntary benefits, including dental, disability, and 457 plan.

*The City of Trinidad is an Equal Opportunity Employer. All qualified applicants are strongly encouraged to apply by **June 15, 2010** (first review, open until filled). To apply, please provide a completed Application for Employment (available at <http://www.historictrinidad.com>), letter of interest, resume, and list of employment references to either of the addresses listed below. The City of Trinidad reserves the right to deny employment to any and all applicants.*

**City of Trinidad, Colorado**  
**Attn: City Clerk**  
**135 North Animas Street**  
**P.O. Box 880**  
**Trinidad, CO 81082**  
**Phone: (719) 846-9843**  
**Fax: (719) 846-4140**

**Colorado Workforce Center**  
**140 North Commercial Street**  
**Trinidad, CO 81082**  
**Phone: (719) 846-9221**  
**Fax: (719) 846-7594**