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CHAPTER 2: ADMINISTRATION

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CHAPTER 2: ADMINISTRATION

ARTICLE 7: TOWN ADMINISTRATOR

2-7-1 Appointment

The Board of Trustees may appoint a Town Administrator within ninety (90) days after any vacancy exists in such position. The Town Administrator shall hold office at the pleasure of a majority of the Board. He shall be selected solely on the basis of his executive and administrative qualifications with special reference to his training and experience. He shall be compensated for his services as the Board may from time to time determine. At the time of his appointment, he need not be a resident of the Town or State, but during tenure of office he shall reside within the Town.

2-7-2 Functions and Duties

The Town Administrator shall be the Chief Administrative Officer of the Town government. His functions and duties shall be:

- (A) To be responsible to the Board for the efficient administration of all administrative departments of the Town government.
- (B) To supervise the enforcement of all Laws and Ordinances.
- (C) To appoint, subject to review by the Board, the heads of Town Departments, other than the Municipal Judge, Town Attorney, Town Clerk, Town Clerk Pro-Tem, Town Treasurer, and Administrative Hearing Officer.
- (D) To recommend an annual budget to the Board and to administer the budget as finally adopted, and to keep the Board fully advised at all times as to the financial condition of the Town.
- (E) To recommend to the Board for adoption such measures as he may deem necessary, and to attend Board meetings with the right to take part in discussions but not to vote.
- (F) To establish, subject to Board approval, appropriate personnel rules and regulations governing officers and employees of the Town.
- (G) To perform such other duties as may be prescribed by Ordinance or by direction of the Board.

2-7-3 Administrative Organization

The Town Administrator may propose a plan of administrative organization to the Board within sixty (60) days after his appointment, which, if approved by the Board, shall be adopted by Ordinance. The administrative plan shall provide for such departments and officers as may be deemed necessary for the efficient administration of the Town. All such officers shall be appointed by the Town Administrator, subject to review by the Board, except the Municipal Judge, Town Attorney, Town Clerk, Town Clerk Pro-Tem, Town Treasurer, and Administrative Hearing Officer who shall be appointed by the Board unless



otherwise provided.

2-7-4 Relationship of Board to Town Administrator

Neither the Mayor nor any member of the Board shall in any way interfere with the Town Administrator in his exercise of the powers and duties granted by this Article. Except for the purposes of inquiry, the Mayor and members of the Board shall deal with the Town Administrator solely through the Town Board, and neither the Mayor nor any member of the Board shall give orders to any of the subordinates of the Town Administrator, either publicly or privately.

2-7-5 Intent of Article

Nothing in this Article shall impair the responsibility of the Board for the overall operation of the Town Government as required by the laws of the State of Colorado.