

# The Town of Grand Lake, Colorado

## TOWN MANAGER



## **ABOUT GRAND LAKE**

Located at the headwaters of the Colorado River and situated on the shores of Grand Lake – Colorado’s largest natural body of water – the Town of Grand Lake is the western gateway to Rocky Mountain National Park. Grand Lake was established by pioneers in 1879 and incorporated in 1944. With a proud and active resident population of 499, Grand Lake also enjoys many repeat visitors who occupy nearly 80% of the housing units. During the summer, visitors bring much activity to businesses along the 100-year old historic main street and adjacent park and marina. The population can swell by several thousand on busy weekends.

Home of the world’s highest registered yacht club and the nation’s highest altitude golf course with grass greens, Grand Lake offers a unique getaway for all. Grand Lake has been a vacationer’s paradise for over a century. With no national chain businesses, more cabins for rent than hotel rooms, and many entrepreneurial small businesses with resident proprietors and an active Chamber of Commerce that operates the [gograndlake.com](http://gograndlake.com) website, Grand Lake in summer has a people-centered, hand-built feel like your grandfather’s resort town.

Amenities in the town include the Middle Park Health Clinic, the Grand Lake Center – a venue for conferences, meetings, and workshops, together with an excellent fitness facility, and an intensely used Town-operated marina.

As a testament to its tourism and appeal as a getaway, the Town of Grand Lake has an estimated 936 housing units, with 139 of those units occupied year-round. Seasonal visitation is both a way of life, and a challenge.

The Town of Grand Lake is a statutory town operating in a Council-Manager form of government. It has 14 full-time employees who enjoy strong benefits packages. There are numerous seasonal employees who work for the Town’s Marina.



The town budget [https://media.rainpos.com/108/2019\\_dola\\_budget.pdf](https://media.rainpos.com/108/2019_dola_budget.pdf) is comprised of a general fund and three enterprise funds (Water, Marina and a pay-as-you-throw solid waste service) which total \$7.3 million. Financial indicators look positive with increasing revenues, low debt service and stable expenditures. Grand Lake is proud of a strong financial reserve which has allowed it to weather past economic downturns while retaining employees and maintaining services.

The Board of Trustees are elected at large with no term limits to their seven non-partisan positions, and has historically been stable, employing town managers for longer than average durations, securing many state grant opportunities, and building strong working relationships with Grand County as well as other nearby towns, special districts, and federal agencies. The town contracts with the Grand County Sheriff for law enforcement and building inspection services. The Board of Trustees is informed by six standing committees. Though it is only 100 miles from Denver, and shares Grand County (population 15,525) with five nearby towns, Grand Lake is proudly remote yet strongly connected. The Grand Lake Town Hall sits on a square in the center of town.

## **ACTIVITIES IN GRAND LAKE**

The Town of Grand Lake is a recreational playground with wide open spaces and breathtaking mountain scenery. Outdoor recreational activities include fishing, biking, hiking, skiing, snowboarding, snowmobiling, hunting, water sports, four wheeling, and for those who prefer something different, geocaching.



Winters in Grand Lake are not for the timid, but certainly are well-suited for those who prefer the outdoors in all conditions. After Trail Ridge Road is closed through Rocky Mountain National Park, Grand Lake becomes a tranquil retreat until the snow piles up enough to make it a welcome end-of-the-pavement destination for Winter visitors who have dubbed it the 'Snowmobile Capitol of Colorado' due to direct access from town to the state's largest network of groomed snowmobile trails and the vast Arapaho

National Recreation area beyond. Grand Lake locals tend to own more snowmobiles and boats than vehicles.

Nearby ski areas include Winter Park Resort and Granby Ranch. On average Winter Park Resort receives over 29 feet of snow annually. It is also the home to Mary Jane Mountain, Winter Park Resort's famed terrain for bumps and spectacular tree skiing and riding. Granby Ranch is designed for skiers and riders of all ages and abilities. It offers easy lift access, has a terrain park with progressive features, and wide open landscape that includes beginner, intermediate and advanced runs.



## **Current Priorities and Opportunities**

In 2013, with partners that included Downtown Colorado Inc., USDA, and the Colorado Department of Local Affairs, the Town of Grand Lake performed a [Downtown Grand Lake Community Assessment](#) which has led to a variety of projects and initiatives now underway. Notable is the pending Streetscape project – a multi-phased pursuit that has been largely funded through grants and bond issuance. This project is providing enhancements to the Town's core in terms of street design, improved drainage infrastructure, sidewalks and boardwalks, and landscaping.

Grand Lake has been busy with key capital infrastructure projects. The 60+ year old bridge over the North Inlet river has recently been replaced with new decking, asphalt, and decorative arches. This undertaking, nearly ten years in the making, came to fruition with the assistance of grant dollars through the Colorado Off Site Bridge Program.

Additionally, the Town water department, with the assistance of Colorado Water Resources and Power Development Authority funding, replaced a 250,000-gallon above-ground water tank with a 300,000 buried water tank. And the former Grand Lake Elementary School, closed in 2011, has seen a recent revival as the Grand Lake Center. Since the Center opened in 2016, it has added a number of programs and offerings.

Grand Lake has a healthy and growing events and arts scene. Grand Lake was designated as a Creative District in July of 2018 by Colorado Creative Industries, and was selected as one of nine *Space To Create Project* in September of 2018. This initiative is a competitive grant from five entities collaborating to sponsor affordable space for housing, work, and commercial purposes, to accommodate artists, artisans, creative industry workers, creative entrepreneurs, and arts organizations.

## **The Ideal Candidate**

The Town Board of Trustees is seeking a town manager who has management experience, excellent communication, and people skills. The Town Manager is appointed by and serves at the pleasure of the Board of Trustees.

The ideal candidate will play a hands-on leadership role with a small but qualified staff, and an engaged community. Most of the staff members report directly to the town manager. Specific job responsibilities will include:

- Effectively manages each department, ensuring the productivity of all staff members and completion of tasks in an effective and timely manner, while cultivating a positive work environment; conducts meaningful, regular meetings with staff; maintains an open rapport with all staff members; enables staff members to maximize their skills for the benefit of the Town and the organization
- Demonstrates the ability to plan, supervise, prioritize, and direct the work of others consistent with the goals and objectives as identified by the Board of Trustees
- Demonstrates consistent strength of character, work ethic, and leadership qualities; enhances credibility of the Town organization; commits to accountability and transparency; maintains a professional demeanor at all times
- Oversees and administers the Town budget
- Provides the Board of Trustees with status reports of Town projects and programs; reviews and approves staff memoranda and presentations to the Board; orchestrates retreats with the Board and department heads as needed
- Arranges for relevant presentations to the Board of Trustees as may be requested, including updates and presentations by community organizations and appointed commissions; facilitates periodic training for Boards and commissions
- Develops a positive and effective working relationship with Board of Trustees and staff; cultivates strong trust with the Board of Trustees; assists Board of Trustees in developing long range goals and objectives

- Maintains a working knowledge of municipal administration, personnel management, finance, policy, ethics, and municipal governance
- Is continuously responsive to the needs and assistance for Town residents, guests, and businesses; maintains a strong presence in the community
- Effectively communicates, with strong verbal and writing skills; assists in grant writing as needed; have working knowledge of community development, finance management, economic development, human resource development, and related skills
- Maintains effective and ongoing relationships with intergovernmental entities and associations

Required Qualifications include:

Progressively responsible management experience in municipal or other local governments is strongly preferred. A Bachelors Degree in public administration or a related field is required. A Masters Degree (or the pursuit of a Masters Degree) in public administration or a related field, while not required, would be looked upon favorably.



## **Compensation**

Annual salary for the position, exempt from FLSA, is \$90,000 to \$95,000, dependent upon qualifications, with the following benefits:

- Medical / Dental / Life / AD&D / Vision -- Employees covered 100%, dependent coverage for all plans is on a sliding scale based on years of service; the Town currently offers three separate medical plans through Colorado Employers Benefit Trust (CEBT); the dental plan is through Delta Dental of Colorado; life

insurance provided by The Hartford and CEBT; Accidental Death and Dismemberment provided through CEBT; vision is provided by CEBT.

- Flex Benefit -- the Town offers a flexible benefit (Flex) and health reimbursement arrangement (HRA) benefit plan for reimbursement of eligible out-of-pocket medical expenses (co-pays, deductibles, etc.) and child care.
- Retirement -- the Town has a voluntary 457 (deferred compensation) retirement plan with ICMA-RC. The Town contributes 4% of the employee's salary with a minimum 1% employee contribution. Employee contributions over 4% are matched by the Town up to a maximum of 8%. In addition, employees may also elect to make after-tax contributions to a Roth IRA; or pre-tax contributions to a traditional IRA. Employee IRA contributions are not matched by the Town.
- Memberships -- the Town pays for all job-related professional memberships.

## **Schedule**

The position is currently vacant and the Board of Trustees seeks to fill the position prior to the winter season. The below schedule will be followed, but the position will remain open until a successful candidate is selected:

Submittal Deadline	August 30 <sup>th</sup>
Selection of finalists	September 6 <sup>th</sup>
Interviews with finalists	September 23 <sup>rd</sup> - 24 <sup>th</sup>



## **INSTRUCTIONS**

Please provide application materials and direct inquiries to Jennifer Thompson, Town Clerk, at the following email address:

[glclerk@townofgrandlake.com](mailto:glclerk@townofgrandlake.com)

Minimum information to be included with application submittal: cover letter, application and resume of qualifications.

**Finalists will be identified and published pursuant to CRS 24-6-402(3.5) and 24-72-204(3)(a)(XI)**