

# Recruiting for the Town of Silt's Next Town Manager!



**The Town of Silt, Colorado** is seeking a qualified Town Manager. Interested and qualified candidates are invited to review the information contained in this flyer and apply by **Monday, April 8, 2024 at 8 AM**.

## **THE TOWN**

Silt is located in the Colorado River Valley, 18 miles west of Glenwood Springs, Colorado, on I-70 and the Colorado River. It is home to 3,600 citizens and features a full-service slate of services. Its Western quality lifestyle is enhanced by high quality municipal services, excellent schools, top healthcare and access to extensive public lands.

## **TOWN GOVERNMENT**

The Town operates under a Council-Manager form of government led by a seven-member Board of Trustees. Silt is a full-service Town with five Departments, including Police, Public Works (Water/Wastewater/Irrigation, Parks, Streets), Town Clerk, Town Treasurer, Community Development (Planning, Zoning, Building, Recreation, Special Events). Services for Town Attorney, Building Inspector, Planner and Engineer are contracted. Fire prevention, suppression and EMS is provided by a regional fire district (Colorado River Fire Rescue) which maintains a staffed station in Silt. The Town owns and maintains a 20-unit low-income senior apartment complex. It is managed by the Garfield County Housing Authority.

28 full-time, 2 part-time and 2 seasonal employees serve the Town.

The Town has a 2024 General Fund budget of nearly \$7.9 million, with a total budget of \$9.4 million. Another \$20.4 million is expected to be spent on the construction of a new water treatment plant. The plant is financed through the State's revolving water/wastewater fund and was the recipient of some \$11 million in grants and loan forgiveness.

## **THE POSITION**

Working under the policy guidance and direction of the Town of Silt Board of Trustees, the Town Manager is the Chief Administrative Officer for the Town, providing executive leadership and representation on all matters concerning Town government. This position is responsible for planning, directing, managing and reviewing all activities and operations of the Town. This includes coordinating programs, services and activities among Town departments and outside agencies, ensuring the financial integrity of the organization, representing the Town's interests and providing highly responsible and complex policy advice and administrative support to the Mayor and Board of Trustees. This position is identified as "Town Administrator" in the Town's Charter, but will commonly be referred to as "Town Manager", by Board of Trustees consensus.

## QUALIFICATIONS

The successful candidate for this position will be a team-player who values consensus-building, collaboration with staff to solve problems and focus on the Town's strategic plan. This person will exhibit strong communication skills, trust in the staff and the desire to do the right thing and to do things right. The new Silt Town Manager will not rely on an autocratic supervisory style nor micro-manage others. The Town of Silt Board of Trustees is not seeking a "change agent", believing that the Town is staffed by the right people in the right positions.

Candidates must possess a Bachelor's Degree in public administration, business management or related field, with a concentration in local government preferred. More than five years of responsible leadership/manager experience as a municipal manager or assistant manager, finance, government law, personnel administration, organizational development, or any equivalent combination of education and experience. This experience may include private sector experience which is related to the public sector. Any combination of education and experience that demonstrates the ability to perform the necessary requirements of the job may be considered.

The salary range for the position is currently \$125,000 to \$155,000, with an excellent benefit package and housing in a Town-owned condominium or housing assistance, as may be negotiated.

## TO APPLY

Interested persons should submit a cover letter, resume and contact information for three professional references to Town Clerk Sheila McIntyre at [sheila@townofsilt.org](mailto:sheila@townofsilt.org), or 231 North 7<sup>th</sup> Street, Silt, Colorado, 81652 by **Monday, April 8, 2024 at 8 AM**. Questions may be directed to recently retired Silt Town Administrator Jeff Layman at [jlayman@townofsilt.org](mailto:jlayman@townofsilt.org) or 970.376.7004, or Bill Efting at [billefting1@gmail.com](mailto:billefting1@gmail.com).





## **EXPLORE SILT**

There are numerous beautiful locations in and around Town to explore, including the dog-friendly Silt Island Park, the rustic Silt River Preserve, Clayton Ranger Station, Harvey Gap State Park, Rifle Falls State Park, Rifle Mountain Park and Flat Tops Wilderness Area to name a few. Silt has 14 parks within its Town boundaries.

## **OUTDOOR RECREATION**

Silt is located on the cusp of three of Colorado's recreational Regions—"Rockies Playground", "Mountains and Mesas" and "The Great West". As such, residents have almost immediate access to world-class outdoor recreation including rafting, skiing, snowboarding, snowmobiling & snowshoeing, fishing, rock climbing, mountain biking and so much more! There are few places in the country where you have such convenient access to world-class outdoor activities.

## **DINING, SHOPPING & ENTERTAINMENT**

Silt offers a variety of local dining and shopping opportunities in town, with large retailers, restaurants, and supermarkets all nearby! Enjoy small town living without sacrificing convenience.



## **LIFE IN SILT**

Silt provides residents a small-town atmosphere, ideal for those looking to escape the hustle & bustle of city life. Affordable housing, great schools, parks, dining, local events, shopping - Silt is truly a Simply Irresistible Little Town! Silt is the ideal place to raise a family and enjoy the outdoors.

## **CULTURE**

Silt offers a myriad of events and experiences year-round, including the Silt Historical Park, summer concerts, a farmer's market and the Silt Heyday Festival.



## **ABUNDANT HEALTHCARE OPTIONS**

Silt provides easy access to a variety of healthcare options, including The Silt Care Center, Valley View Hospital, Grand River Health and the Veterans Administration Hospital.

## **RECREATION**

Enjoy our public parks and participate in organized events for both kids and adults. The Silt Recreation Department offers youth team sports programs, including soccer, basketball and baseball, and our skate park is a favorite for kids of all ages! Adult horseshoe and corn-hole tournaments are held each year as part of Silt Heydays.

**Should this opportunity not be of interest, forwarding it to someone who is would be very much appreciated!**

Questions may be directed to Silt Town Administrator Jeff Layman at [jlayman@townofsilt.org](mailto:jlayman@townofsilt.org) or 970.876.2353 x 103, or Bill Efting at [billefting1@gmail.com](mailto:billefting1@gmail.com).