



Town Administrator – Meeker, CO

Meeker, Colorado, is a picturesque mountain community known for its friendly residents and historic charm. Meeker is the Rio Blanco County Seat and home to 2,242 people who love Meeker's small town atmosphere, low crime rate, open spaces, historic downtown shopping district, and clean air. The Town lies at an elevation of 6,240 feet, nestled in the beautiful White River Valley. The Flat Tops Wilderness Area and White River National Forest are less than 30 miles away. Meeker is home to some of the nation's most extraordinary big game hunting opportunities, as well as the largest elk herd in America. Meeker is a short drive from Craig, Rifle, Glenwood Springs, Grand Junction, US Hwy 40 and Interstate 70. It has a modern hospital and clinic, as well as an excellent school district and a state-of-the-art community recreation center and programs. Abundant recreation and relaxation opportunities await visitors, including world-class skiing within hours.

Meeker is seeking to replace a long-term Town Administrator who is retiring after 23 years of service as the Town Administrator. The new Town Administrator will lead a successful and motivated organization of 19 full-time and 5 part-time employees. Town departments include Administration, Planning and Community Development, Police, Public Works and the Water Department. The Town's 2012 proposed budget is approximately \$4,566,000, including capital projects and the water fund.

Reporting to the seven-member Town Board of Trustees, the Town Administrator is the leader of the Town's management team, and works closely with the Town Board in policy implementation, as well as providing excellent Town services. The Town Administrator must be accountable, responsive to issues, and able to provide leadership and direction to Town departments. The appointment of the new Town Administrator is expected in early spring, 2012.

Candidates should possess demonstrated management and leadership skills, excellent communication skills, high integrity, and the ability to promote and lead excellence in Town services. A bachelor's degree in a related area is required, with a master's degree in business administration, public administration, management, or a related field preferred. Candidates must have a minimum of 5 years of progressively responsible public administration experience, including experience as a city or town manager, assistant city or town manager, or public-sector department head (service director). The 2011 salary for the Town Administrator position is \$72,000 to \$82,000, which is negotiable depending on qualifications (DOQ), with an excellent benefit package. For more information, visit the Meeker web site at www.townofmeeker.org. Meeker is an Equal Opportunity Employer.

Please mail or e-mail your resume, cover letter, and list of five professional references, to be received by 5:00 pm **December 28, 2011**, to:

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