



# POSITION BROCHURE AND JOB DESCRIPTION CITY ADMINISTRATOR

## Victor, CO

*Position is open until filled. First review of applications will be those received by  
4:00 p.m. October 2, 2019*

Complete application must include letter of interest and resume, including salary history.

Submit to:  
Debra Downs, City Administrator  
[ddowns@cityofvictor.com](mailto:ddowns@cityofvictor.com)  
P.O. Box 86  
Victor, CO 80860

### **EQUAL OPPORTUNITY EMPLOYER**

Applicants will remain confidential until finalists are named for interviews.  
Names of finalists are subject to public disclosure.

For inquiries on the application and selection process, contact:

Debra Downs  
719-689-5641  
[ddowns@cityofvictor.com](mailto:ddowns@cityofvictor.com)

## FOREWORD

The City of Victor is seeking a qualified, energetic and outgoing individual to serve as its next City Administrator. This position provides an outstanding opportunity to be a creative leader in a truly spectacular mountain environment.

## ABOUT VICTOR

Victor is a historic mining town located an hour west of Colorado Springs. It was established in the late 1800's and was one of the meccas for gold mining in the West. Known as the "City of Gold Mines", Victor makes up part of the "World's Greatest Gold Camp" along with its neighbor, Cripple Creek. In its heyday, Victor was a bustling mining town full of saloons, stores and other staples in a town full of approximately 10,000 citizens. Today, Victor is a quiet and peaceful mountain town with a year-round population of about 400. In the summer, the number of residents increases as our summer folks arrive to use their family homes. The City has many natural assets including hiking trails and abundant wildlife, close to fishing and hunting, scenic drives and gambling.

Architecturally, Victor has a very historic downtown and plenty of Victorian houses throughout the community. The City's character is reflected in the preservation of historic structures including the Victor Hotel, Victor Lowell Thomas Museum, City Hall, Elks Club and others under renovation.

Victor has very unique character and has undergone some major infrastructure upgrades in hopes of attracting commercial business in its downtown. Currently, there are four restaurants, three drinking establishments and several unique shops.

For more information please see the following websites:

[www.cityofvictor.com](http://www.cityofvictor.com)

[www.victorreco.com](http://www.victorreco.com)

[www.victorcolorado.com](http://www.victorcolorado.com)

<https://coloradoencyclopedia.org/article/victor>



## EDUCATION

Victor is served by Cripple Creek & Victor School District and all grades are located on one large campus in Cripple Creek, 5 miles to the west. Pre-K-5<sup>th</sup> are located in Cresson Elementary along with the Head Start and Early Head Start Programs. The Middle School and High School are located within the Cripple Creek & Victor High School.

## HEALTH CARE

Pikes Peak Regional Hospital and Surgery Center is located just outside of Woodland Park, approximately 30 miles to the north. Additionally, the School Based Health Care Center Serves the students and families of the School District. There is also a clinic in Cripple Creek offering basic healthcare and dental services.

## CITY GOVERNMENT

Victor was incorporated as a statutory City in 1894. The corporate authority of the City is vested in an elected, non-partisan City Council consisting of a mayor and four Councilors. The Mayor and City Council heads the government and appoints the City Administrator as the chief administrative officer.

The City Council appoints the Municipal Judge, City Attorney, City Administrator and Fire Chief. The City Clerk/Treasurer is elected by the citizens. The City Administrator has full authority over hiring and supervising all staff other than the City Clerk.

Municipal amenities maintained by the staff include: community center, visitor's center, five parks (ice rink, soccer/baseball field, playground, event and parking plaza and gazebo/picnic), Bison Reservoir (leased to the Gold Camp Fishing Club) and the cemetery.

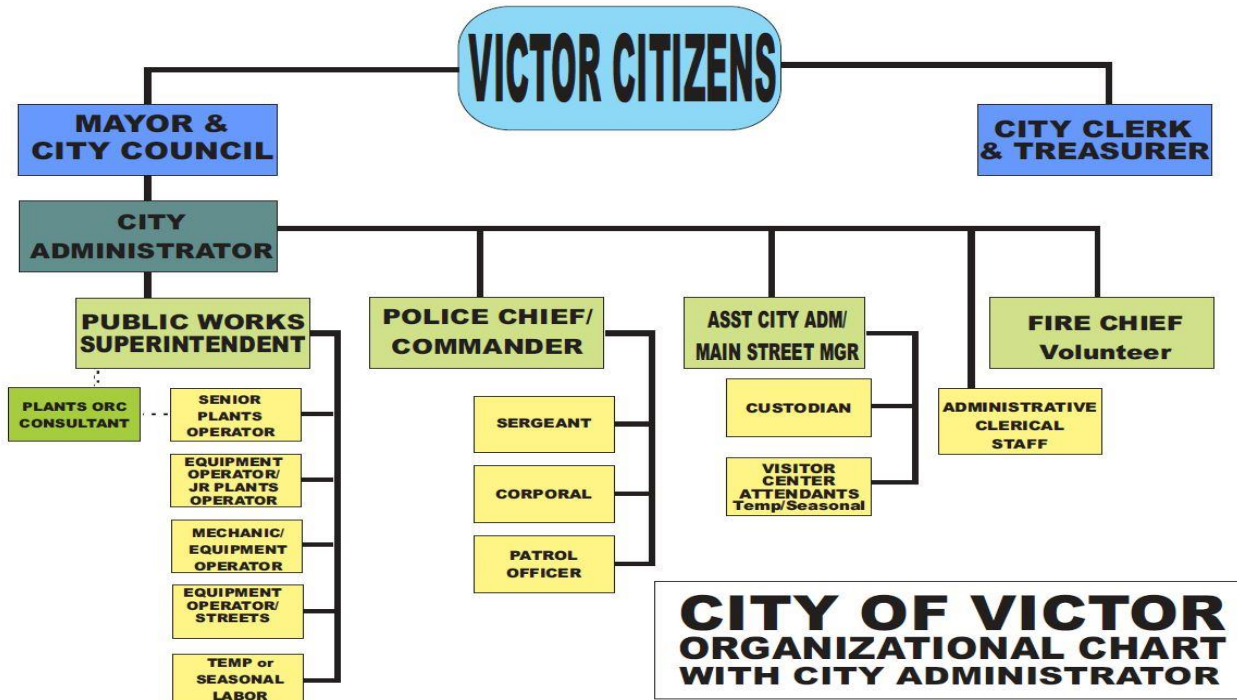
Municipal services include: road maintenance, snow removal operations, planning and land-use, building permitting, downtown revitalization, cemetery management, facility maintenance, water storage and distribution and wastewater collection and treatment, reservoir and water rights management and general administration.



**ORGANIZATIONAL STRUCTURE**

In 2011, the City hired its first long-term City Administrator and abandoned the past practice of operating under a council liaison model. By hiring a chief administrative officer, the City Council delegates management of day-to-day operations to a professional manager, consolidating control over personnel functions and communication with the City Council into a single executive position.

The statutory functions of the elected City Clerk/Treasurer are subject to statutory authority.



\*\*The City’s current police chief is the Teller County Sheriff and law enforcement services are provided by the Sheriff’s Office under an annual contract.

**STRENGTHS AND CHALLENGES**

Victor has had slow population growth for the past several decades yet manages to improve its services and the community as a whole without the benefit of a large economy. The City Council and City staff have worked diligently through the years to facilitate community improvements, many funded by competitive grants. This dedication, along with an enthusiastic volunteer base, reflects the entrepreneurial, can-do nature of Victor’s staff and citizens.

**INTER-AGENCY RELATIONS**

It will be important for the City Administrator to continue to promote trust and credibility with community members and key agencies involved in Victor’s livelihood. Residents and business owners want an open, engaged administration, and they want to feel comfortable communicating and working with administration and staff. This will entail involvement with community affairs to the same extent

that other community leaders do.

The City Administrator will be expected to continue to cultivate established collaborative relationships with the City of Cripple Creek, Teller County, Southern Teller County Ambulance, Pikes Peak Area Council of Governments, Colorado Department of Local Affairs (DOLA), and other relevant organizations within the community and the region. Each of these separate agencies has a crucial role to play in the growth and livelihood of Victor. The Council will assist the City Administrator with these relationships and will expect a high degree of professionalism in dealing with these and other agencies.

### **COMPENSATION AND BENEFITS**

The salary for the City Administrator is dependent upon qualifications and experience. The current City Administrator's salary and bonus equals \$75,000. The City also offers a very attractive package of benefits including: medical, dental, city-funded HRA, life insurance, PTO and a voluntary retirement program.

### **EMPLOYMENT AT WILL**

The City Administrator serves at the pleasure of the Victor City Council for an indefinite period. Upon appointment, the Council expects to enter an employment agreement governing the terms of the City Administrator's employment.

### **TO APPLY**

Email your cover letter and resume, including salary history to [ddowns@cityofvictor.com](mailto:ddowns@cityofvictor.com) by October 2, 2019.

Following the initial closing date, resumes will be screened according to qualifications outlined above. The most qualified candidates will be invited to a phone interview. A select group will be asked to provide references once it is anticipated that they may be recommended as finalists. Finalist interviews will be held with City Council. Candidates will be advised of the status of the recruitment following selection of the City Administrator.

If you have any questions, please contact Debra Downs, retiring City Administrator, at 719-689-5641 or the email above.

## CITY ADMINISTRATOR JOB DESCRIPTION



### CITY OF VICTOR Job Description

#### City Administrator

Department: Administration

FLSA Status: Exempt

Serves at the Pleasure of City Council

Mission: The City Administrator acts as the Chief Administrative Officer of the City of Victor and is responsible for the administration of its personnel, daily operations and accountability to City Council and the public.

#### **CORE COMPETENCIES:**

##### Customer Service

- Work is performed with attention to detail and personal pride in the outcome
- Respectful of diversity among staff, citizens and elected officials
- Interacts with the public in a positive manner
- Interacts with co-workers, staff, and vendors in a positive manner
- Displays a professional and proficient demeanor while working
- Demonstrates ability to structure their own work and set priorities to meet deadlines
- Demonstrates initiative in identifying problems and developing and implementing solutions

##### Teamwork

- Solicits input and feedback and incorporates appropriately
- Establishes and maintains effective, courteous and cooperative working relationships both internally and externally
- Willingly and cooperatively collaborates with staff, elected officials and regional partners
- Does not disparage staff or public to other staff or the public
- Resolves conflicts in a positive manner

##### Communication

- Maintains composure and self-control
- Displays an open and approachable manner
- Takes the time to respond to questions and concerns in a courteous, tactful, and helpful manner
- Keeps Council informed of status of projects
- Speaks and writes clearly and concisely, presents ideas and facts logically and coherently
- Demonstrates listening skills

##### Work Ethic

- Dedicates the appropriate amount of time needed to accomplish job duties
- Maintains workspace in a professional manner
- Utilizes time and resources efficiently and effectively

Looks for ways to improve operations and find efficiencies  
Represents the City in a positive manner  
Works to get the job completed when necessary  
Demonstrates ability to problem-solve unexpected situations  
Adapts to and incorporates changing priorities and methodologies

## **JOB COMPETENCIES:**

### Administration

Ensures the efficient administration of all departments of the City working in conjunction with department heads.  
Appoints non-elected department heads and other staff as provided by City personnel policies and organizational chart.  
Responsible for the administration of the City's personnel system through the Council-adopted Employee Handbook.  
Serves as City Budget Officer. Prepares annual budget and works with Council in the development of a final draft for approval. Oversees the administration of the annual budget and sees that the City operates within the approved budget.  
Keeps the Council fully advised as to the financial condition of the City.  
Oversees the development and dissemination of public information (i.e. website, blog).  
Responds to public inquiries, complaints and concerns in a tactful, timely, and effective manner.  
Seeks, writes, and administers grants for various city projects.  
Administers and monitors contracts, leases and agreements.  
Oversees and manages all City projects, including spec development, solicitation for bids, contract process and project supervision and oversight.  
Implements Council-adopted ordinances, policies, rules and regulations and ensures statutory compliance.  
Works with general legal counsel on legal issues involving the City.  
Works with special legal counsel and water engineer on legal issues involving the City's water rights and reservoir management.  
Researches and prepares varied projects and reports; presents findings and makes recommendations to the City Council for solving administrative problems and for development and implementation of new or special administrative programs; assures that programs are implemented and evaluated.  
Oversees development of systems for long-range planning and prioritization of projects and programs.  
Works closely with departments to assure the success of City goals and objectives.  
Represents the City of Victor at meetings with federal, state, and local governments, as well as, statewide and regional agencies.  
Attends a wide variety of professional and public meetings to represent the City; explains and interprets policies, procedures, and/or functions of departments at these meetings; makes presentations of special assigned projects.  
Participates in a variety of boards and commissions; attends and participates in professional organizations and committees.  
Researches, prepares and documents informational studies or responses to inquiries from a variety of sources; compiles and tabulates data to prepare reports.  
Monitors pending federal and state legislation affecting municipal governments, and communicates with legislators at the direction of Council.  
Works as liaison with the Colorado Municipal League and the Colorado Department of Local Affairs.  
Responsible for the administration of all departments of the City except the City Clerk's Office.  
Performs related duties as assigned by City Council.

### Recordkeeping

Maintains program and project records and filing systems.

## Safety

Recognizes and corrects unsafe conditions  
Works safely to prevent at-fault accidents

## Care of Equipment

Assures equipment is properly maintained

## **TOOLS AND EQUIPMENT USED:**

Standard modern office equipment including computer, recording equipment, fax, copier, etc

## **KNOWLEDGE/ABILITIES:**

Ability to manage workload and prioritize projects – organizational skills  
Ability to write and administer local government grants from Federal, State and Foundation sources  
Ability to negotiate, write and administer contracts with vendors and contractors  
Budget and Finance skills  
Ability to handle a high stress environment  
Personnel management capabilities

## **DESIRED MINIMUM QUALIFICATIONS:**

Bachelor's degree in political science, public administration, planning or related field  
Master's Degree preferred  
2 years progressively responsible municipal or county government experience, including 1 year supervisory  
General business skills:  
-research and report writing  
-knowledge of business writing formats  
-modern office practices  
-records management  
-software operation (Word, Excel, Access)  
-Caselle Accounting Software knowledge a plus  
Valid driver's License

## **ORIENTATION AND TRAINING PERIOD:**

6 months orientation expected  
1 year to achieve general competency

## **WORKING ENVIRONMENT CHALLENGES:**

Interruptions  
Multiple competing priorities at all times  
Dynamic community interests  
Work load and deadlines determined by others

\*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The City of Victor is an Equal Opportunity and Affirmative Action Employer.