



Carbondale, Colorado
TOWN MANAGER



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Excellence in Executive Recruiting

Carbondale Mission Statement

To maintain and enhance an environmentally sensitive, culturally diverse, family oriented small town with town government providing quality service to the Carbondale community.



Courtesy of the Sopris Sun



Courtesy of the Sopris Sun



Courtesy of the Sopris Sun

THE ROARING FORK VALLEY AND THE TOWN

Taking its name from the Roaring Fork River, which flows magnificently northwest between Aspen and Glenwood Springs, Colorado, the Roaring Fork Valley is one of the most desirable places to live in the world. Sometimes thunderous, others serene, and always beautiful, the river meanders through fertile farmland, world-class communities, and the most beautiful mountains in the state. This is quintessential Colorado.

Incorporated on April 26, 1888, Carbondale takes its name from Carbondale, Pennsylvania, home to some of its first settlers. Carbondale is downriver (Down Valley) from Aspen, and upriver (Up Valley) from Glenwood Springs, where the Roaring Fork joins the Colorado

River. Mt. Sopris (12,953 ft.), a majestic landmark and popular hiking destination, sits prominently to the south. Carbondale itself is at the confluence of the Roaring Fork and Crystal Rivers, and State Highways 82 and 133 serve the town.

These rivers and plenty of open valley land originally made Carbondale ideal for farming and ranching, and the town cherishes its rich agricultural heritage. Every fall for 112 years, Carbondale has celebrated Potato Day, complete with a parade and cookout in Sopris Park, a salute to what was once the area's main crop. Likewise, the Carbondale Wild West Rodeo is a major attraction all summer. In addition to livestock and crops, mining helped support the economy for most of the 20th Century. The last coal mines closed in 1991.

Since then, Carbondale's vibrant Main Street, art industries, recreational amenities, and natural beauty have made the town attractive to homeowners, and popular with tourists. Signature events include Mountain Fair, a large, three-day arts and music festival every July, and the 5Point Film Festival in October. Every

manner of outdoor recreation is available, including golf, fly fishing, mountain biking, cycling, boating, hiking, and more. Extraordinary outdoor spaces, such as the Rio Grande Trail, Red Hill Open Space, Prince Creek Trail system, and others surround the town.

The Roaring Fork School District, private, and charter schools, including a Montessori School, offer high-quality education, with Colorado Mountain College's main campus just ten minutes from downtown. Carbondale enjoys a beautiful branch library from the Garfield County Public Library District. Local healthcare is provided by Valley View Hospital, Aspen Valley Hospital, Grand River Health, and many alternative health practitioners.

Carbondale is small enough to navigate easily by foot or bicycle. Many if not most here integrate outdoor activities into their daily lives. A welcoming atmosphere, diversity, compassion, and generosity; artistic and intellectual creativity; a revered and fiercely guarded quirkiness; regular celebrations and gatherings, including farmers markets and First Friday (Chamber of Commerce); and an environmentally sustainable ethos

QUICK FACTS

Population	6,972
Size	2.4 sq mi
Elevation	6,181 feet
FY 2021 Budget ...	\$18-19 million
FTE	59.5

all make Carbondale one of the most beloved small towns anywhere. The town is proud of its Certified Creative District and Age-Friendly Community designations, and the town-owned Third Street Center, headquarters to many nonprofits. Civic engagement,



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small-town democracy, and strong debate on local issues are hallmarks.

To learn more about the Town of Carbondale, please visit <https://www.carbondalegov.org> and <https://www.carbondale.com>.

THE ORGANIZATION

Carbondale is governed by a seven-member board of trustees (BOT), six trustees and the mayor, all elected to four-year terms at large on a nonpartisan basis. All are limited to two consecutive four-year terms. The town operates under the trustee-manager form of government. The BOT sets policy and performs essential legislative functions (budget, ordinances, etc.) Multiple seats on the BOT, including the mayor's, are up for election in April, 2022.

The Board appoints the town manager (chief executive), who is responsible for day-to-day administration of the town. The BOT also appoints the town attorney and a municipal judge. The FY 2021 Budget is a lean \$18-19 million, supporting 59.5 FTEs.

Carbondale is a home-rule municipality. A charter commission was formed in November, 2002, and the town elected its first trustees under the charter in November, 2004. The BOT incorporates substantial input from citizens in policymaking through meaningful use of advisory boards and commissions and has long maintained a strong, welcoming position on immigration-related policies. The population is approximately 50% Latinx, and the BOT strongly supports the LGBTQIA+ communities, Pride Month, and the like.

Carbondale is also a full-service town, offering police protection, maintaining roads, bridges, and streets, and operating its own water and wastewater utilities. The parks and recreation department operates a pool and recreation center, as well as an enviable portfolio of parks, 25 acres of trails, and an RV park. The Roaring Fork Regional Transportation Authority (RFTA) offers transit service that rivals that in a much larger municipality. Nearby commercial airports include Aspen, Eagle County (Vail), and Grand Junction.

The town is changing. Issues include: smart growth and all of its attendant pressures; maintaining diversity and a sense of community as the population rises; updating the comprehensive plan and development code; developing affordable, diverse housing; and engaging under-represented communities, including the economically disadvantaged, seniors, the disabled, and youth. Greater outreach to the Latinx and Spanish-speaking community is a priority. Other issues include climate and sustainability; mental health and substance use; employee resiliency, recruitment, and retention; water rights; routing of the RFTA circulator; short-term rentals; continued economic diversification; and the intersection of social justice and law enforcement.

THE TOWN MANAGER

This career opportunity is available with the imminent departure of Town Manager Jay Harrington, who served the town successfully for ten years before accepting the county manager position with Routt County, Colorado. All members of the Board of Trustees and the leadership team, town staff members, and community stakeholders contributed to the drafting of this document. A highly competitive national recruitment is anticipated for this much coveted position.

A four-year degree, preferably in public or business administration,

WHAT HAPPENS WHEN

Absent unforeseen circumstances, the recruitment will follow the schedule below. Be mindful of the filing deadline and final interview dates, which are unlikely to change.

Schedule

Filing Deadline	September 27, 2021	Recommendation of Candidates...	October 12, 2021
Preliminary Interviews.....	October 4-8, 2021	Finalist Interview Process.....	October 21-22, 2021

political science, or equivalent; ten years of progressively responsible experience in local government, including five as a municipal manager, assistant, or major department head; and residency in the town are required. An equivalent combination of education and experience may be considered at the town's option. A graduate degree, and a Spanish speaker, are desirable.

THE IDEAL CANDIDATE

Carbondale's next town manager is an experienced leader, who not only appreciates Carbondale as a state treasure and world-class destination, but also embraces the community as her or his home. The ideal candidate will arrive with an attitude of acceptance, open-mindedness, and patience, taking her or his time to understand the complexity, nuance, and cultural and historical importance at play in this small, multi-faceted mountain town. A strong work ethic, integrity, and a commitment to ethics and transparency are required.

The next town manager is respectful and supportive of the Board of Trustees, someone committed to the trustee-manager form of government, who avoids conflict and listens, and who confidently considers all aspects before she or he speaks. Diverse, well-educated, and engaged citizens, whose service expectations are high, have elected a committed, collegial, and high-performing BOT. The next town

manager will need confidence, resilience, intelligence, strong analytical skills, a thick skin, and expert-level communication and diplomatic skills. She or he must be effectively relatable to persons from all walks of life: from ranchers to hippies, and from the privileged to the disadvantaged. The ideal candidate is able to fully engage and involve the Latinx and Spanish-speaking community.

The preferred candidate has strong leadership and management skills, with the ability to motivate, develop, and inspire every other town employee, especially the team of department heads. Carbondale's issues are layered and complex, so the town manager must be a strategic and tactical thinker, with considerable experience in major capital projects, municipal finance, planning, development, and community engagement.

The next town manager is proactive, adaptive, aware, emotionally intelligent, passionate, gracious, and patient, with a sense of humor and the ability to lead the town and organization through its growth and development challenges. The ideal candidate is a servant leader, supportive of staff, inclusive, and collaborative, not a micromanager. The next town manager listens actively and delegates thoughtfully and effectively. She or he will inherit an experienced, effective leadership team, and a solid, effective, and intelligent BOT.

Total Compensation

The hiring range salary for this position is \$150,000 to \$190,000, and the appointment will be made depending upon the qualifications of the selected candidate. In addition, the town provides the following attractive benefits package: group health insurance (town pays 100% employee premium, 75% of dependent cost), including major medical, dental, vision, preventive, and prescription card, and voluntary supplemental insurance (American Fidelity). A Section 125 (cafeteria) Plan is offered, which defers taxes on non-covered medical costs, health insurance premiums, and childcare. The town contributes 5% to a 401(a) (AXA Equitable) Retirement Plan (no employee contribution, fully vested after five years). The position enjoys vacation, sick, and holiday leave, plus eligibility for one floating holiday. Relocation assistance, temporary housing (town-owned), housing allowance, professional association dues, and fees for registration and travel related to professional development are all subject to negotiation.

APPLY

To be considered for this excellent professional opportunity, please email only your cover letter and resume to apply@columbialtd.com. Receipt of your submittal will be acknowledged within two business days. All applicants will be updated on their status following the Recommendation of Candidates.

If you have any questions regarding the recruitment process, or this opportunity, please feel free to call Andrew Gorgey directly at (970) 987-1238. For more information, visit the Columbia Ltd website: <https://columbialtd.com>.