

Town of Akron, CO Town Manager

**Hiring Range: \$85,000—\$105,000 (DOQ)
Plus benefits**

**Seeking an experienced management professional
to provide positive leadership and
sound direction to the Town.**

The Town of Akron, CO is being assisted by KRW Associates, LLC.

Applications are to be submitted to: apply@KRW-associates.com

Deadline: **June 2, 2023** (5:00 pm Mountain time)



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The Town & Surrounding Community

The Town of Akron Colorado (pop. 1,757) is a tight-knit, friendly and safe rural community located in northeastern Colorado at the intersection of State Highways 63 and 34, just 116 miles (a 2-hour drive) northeast of Denver, 35 miles south of Sterling, and 35 miles east of Fort Morgan. The Town is surrounded by farmland and the uniquely beautiful grassland ecosystem of the Great Plains. Akron is a statutory town and the county seat of Washington County.



Akron's economic engine is primarily farming, ranching, and the related businesses that support the agricultural industry. Other larger employers in the area include: the Akron R-1 School District; the Y-W Electric Association; the Washington County Offices and Justice Center; the USDA Central Great Plains Research Station; Global Harvest Foods; a state-of-the-art nursing home; four banks and several locally owned retail businesses and restaurants, just to name a few. The Town contracts with the County Sheriff's Office for law enforcement. The Akron Volunteer Fire Department serves the Town and the surrounding area.



Residents enjoy family-orientated community activities and events, a strong and thriving school system, affordable housing, a slower pace of life, privacy offered by living in a rural area, and a sense of community and connection that comes with small-town values and culture. Community amenities include two municipal parks, ball fields, a public library, an outdoor swimming pool, the Washington County Fairgrounds and Event Center, a municipal golf course and pond, a regional airport, summer and winter recreation leagues for children and adults, many churches and faith-based organizations, civic organizations (e.g., the Lyons Club, Elks Club,) and a Senior and Community Center. In Akron, friends and neighbors truly look out for one another. Akron's simple yet beautiful surroundings lend to the authenticity of rural life and the values of family, community and responsibility to your fellow citizens.



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The Opportunity

If you enjoy the rural and small-town lifestyle, value work/life balance, family, community, and are energized by the responsibility and honor of serving your fellow citizens, then Akron represents an ideal professional opportunity. The Town Manager position is an opportunity to live and work in a community of residents who are dedicated, willing to serve, and who support new opportunities and growth. The new Manager will have a chance to help define this position and put their mark on this gem in northeastern Colorado.



The Position

The Town Manager is a full-time, exempt, benefit-eligible and salaried position. The Manager oversees the day-to-day municipal operations, and functions as the Chief Operating/Chief Administrative Officer. The Manager will work with the Mayor, Board of Trustees, Town Clerk and Town Staff, to carry out the day-to-day functions of the Town and implement the long-range plans set forth by the Trustees. The Manager reports to the Trustees and is responsible for the proper administration of the Town's business affairs.



This is a truly unique professional opportunity to establish a town manager form of government in this established and friendly community.



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Town Manager Responsibilities

- ◆ Provide professional administration, guidance, management and supervision/oversight of municipal departments and staff (excluding the Town Attorney and the Municipal Judge).
- ◆ Provide leadership and administrative advice to the Trustees. Attend Trustee meetings and participate in discussions in an advisory capacity.
- ◆ Be an effective leader who assists the staff in maintaining the effective and quality customer service practices that are currently in place. Generate, evaluate and implement new ideas, as appropriate, to ensure continued success utilizing the ever-evolving customer service practices and applications. Ensure that the Town employees extend quality service to all citizens, customers and stakeholders.
- ◆ Attend meetings with federal, state and other local officials as directed by the Trustees.
- ◆ Unless otherwise assigned, serve as the Human Resource Officer. As such, the Town Manager will develop and/or maintain employee policy and workplace standards and establish personnel rules and regulations governing Town employees.
- ◆ Develop an annual budget in conjunction with the Town Budget Committee and in compliance with Colorado budget laws. Prepare and present the annual report of finances and administrative activities to the Trustees. Is responsible for ensuring that all town contracts and franchises are properly adhered to and enforced.
- ◆ Manage, direct and develop a system for long-range planning. Prioritize projects and programs. Develop and implement comprehensive plans for the care and maintenance of the streets, parks and the pool.
- ◆ Serve as the Town's principle public relations, public information, and inter-governmental affairs officer.
- ◆ Responsible for pursuing grant opportunities for the community.



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The Ideal Candidate...

- ♦ Is eager to embrace the Akron community and become a visible leader who is willing to establish himself/herself long-term in Akron.
- ♦ Is a strong and effective leader who is ethical and of strong personal and professional character.
- ♦ Has broad-based experience with all facets of local government management including, but not limited to: public works; building projects; housing- including affordable housing; population growth; and economic/rural development.
- ♦ Has considerable knowledge of modern policies and practices of public administration, including a working knowledge of municipal finance, human resources, public works, public safety, and community development.
- ♦ Is skilled in preparing and administering municipal budgets, and directing and administering municipal programs. Is proficient in analyzing comprehensive reports and providing professional oversight of important projects and initiatives.
- ♦ Must be an experienced and effective leader who will develop and mentor staff to ensure a healthy and efficient work environment comprised of team members who are prepared and eager to meet the challenges of running a town in a rural area.
- ♦ Must be willing to establish and maintain effective working relationships with town employees, town officials, community members and other key stakeholders.
- ♦ Is a visionary who has an appreciation for and understanding of small-town values, the agricultural industry, the local rural setting and culture, and its inter-relationship and delicate balance with economic development.



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Qualifications

- ♦ A Bachelor's Degree in business administration, public administration, political science, community development, or a closely related field. A Master's degree in a related field of study is preferred.
- ♦ A minimum of three (3) years of experience demonstrating progressive responsibilities in business and/or government, with a minimum of three (3) years of working in local government administration, finance, planning or a similar area; or any equivalent combination of education and experience.
- ♦ Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job may be considered.
- ♦ Experience must be sufficient to thoroughly understand the diverse objectives and functions of the various administrative and operational departments of a municipality in order to plan, organize, staff, implement, direct, coordinate, budget, evaluate work, and report on results for the Town as a whole entity.
- ♦ Must possess or be able to obtain a valid state driver's license prior to employment.

Opportunities & Challenges Facing the New Manager

This is truly a unique professional opportunity to establish a town manager form of government in this community.

The new Manager has the opportunity to:

- ♦ Establish an important leadership position under this new structure;
- ♦ Work with the Trustees to review the Town's *Vision, Mission and Core Values*;
- ♦ Facilitate a strategic planning initiative to address key operational areas (e.g., -streets, parks, water/waste water, airport, recreation, planning and zoning housing, rural/economic development, etc.);
- ♦ Support the vision of continuing high level customer service;
- ♦ Ensure community engagement;
- ♦ Provide supportive and strong leadership to a dedicated team, with a focus on continued staff development and succession planning; and
- ♦ Continue to ensure public confidence in the integrity of the Town of Akron.



Compensation & Benefits

Hiring Range: \$85,000 - \$105,000- (depending on qualifications)

Summary of Benefits

- ♦ **Health Insurance-** The Town pays 100% of the employee premium, and 75% of the covered dependent premium. (CEBT UMR PPO8 Plan)
- ♦ **Life Insurance-** The Town provides the employee with a term insurance policy equivalent to one year's salary.
- ♦ **Dental and Vision Coverage-** The Town offers up to \$2,000/annual reimbursement for the employee and his/her legal dependents.
- ♦ **Medical Transport Insurance-** Offered at no charge to the employee, for ground and air services. (MASA)
- ♦ **Retirement Plans-** The Town offers a 3% match to the 401(a) plan for all full-time employees. A 457 deferred compensation plan is also available for employee voluntary contributions. (CRA - Colorado Retirement Association)
- ♦ **Vacation Leave-** Is based on accrued years of service but may be negotiable for final candidate.
- ♦ **Sick Leave-** Up to 80 hours per year.
- ♦ **Paid Holidays -** Eleven (11) paid holidays per year
- ♦ **Other optional benefits and insurance plans are available on a voluntary basis** (e.g., cafeteria plan, Flexible Spending Account (FSA), Aflac and Washington National Insurance plans for cancer, disability, and accident, etc.).





To Apply

Application materials accepted electronically at:

apply@krw-associates.com

Attach a cover letter, a resume, and contact information for six (6) professional references.

Deadline: June 2, 2023 (5:00 PM Mountain)

Questions?

KRW Associates LLC is assisting the Town of Akron with this search.

Questions should be directed to: **info@krw-associates.com**

or

KRW Managing Partner, Lorne Kramer at 719-310-8960

KRW Associate, Mark Collins at 307-460-1941.



*Are you an experienced, ethical
municipal leader / manager
who understands and appreciates
“genuine community”
and the Colorado rural lifestyle?
If so, please apply.*



The Town of Akron is an equal opportunity employer.



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