

# Town of Oak Creek, Colorado

## Town Administrator / Clerk

Expected Hiring Range: \$87,178-\$100,947  
(Depending on Qualifications)

Seeking a dedicated and experienced individual to serve as Town Clerk / Administrator. This is an excellent opportunity to live and work in a beautiful Colorado mountain community and serve in an important multi-faceted professional role.

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

Applications are to be submitted to:

[apply@KRW-Associates.com](mailto:apply@KRW-Associates.com)

**Deadline: Friday, September 20, 2024 (5:00 PM Mountain)**



# The Town & Surrounding Community

The Town of Oak Creek, CO (pop. 889), is a statutory town in northwestern Colorado on the western slope of the Colorado Rockies. It is centrally located in Routt County, and is just 160 miles west of Denver, 160 miles northeast of Grand Junction and approximately 20 miles south of



the mountain resort community of Steamboat Springs with Interstate 70 accessed 52 miles to the south via State Highway 131. The Town’s Board of Trustees appoint the Town Administrator/Clerk, as well as the Town Attorney, Town Treasurer, Municipal Court Judge, and the Police Chief.

Incorporated in 1907, the Town of Oak Creek has long been home to hardworking ranchers and coal miners, more recently many of Oak Creek’s residents work in the service and ski industry in nearby Steamboat Springs. Overall, Oak Creek is an attractive area for those who simply want easy access to an abundance of outdoor activities year-round.

Stagecoach State Park is one of Oak Creek's most popular recreational facilities. The park's highlight is a 780-acre reservoir with a full-service marina. Here visitors can boat, watch the wildlife, camp or fish for plump Northern Pike and Rainbow Trout. The Routt National Forest and the nearby Flat Tops Wilderness Area also attract visitors who enjoy hiking, biking, hunting, snowmobiling and skiing. Known for its “Four Seasons of Fun”, there are many spring, summer, fall and winter community activities, including the weekend long annual Oak Creek Labor Day Celebration.

Oak Creek is a small, close-knit community; however, residents have access to some valuable key community resources and businesses including a public library, a museum, a recreation department with youth summer camps and after school programs and community education opportunities, a police department, a drug store, a post office and a few local restaurants (some with music venues), shops and other small businesses. Fire protection and emergency services are provided by the Oak Creek Fire Protection District.



## The Town & Surrounding Community (continued)

The South Routt School District (SOROCO) operates the local Pre-K-12 public school system. Housed on two campuses: the pre-school and elementary school (grades K-5) are located in Yampa (9 miles south of Oak Creek), while the Middle/High School (grades 6-12) sits atop the hill that overlooks the Town of Oak Creek.

The Colorado Mountain College is just 20 miles away in Steamboat Springs, and the Colorado Northwest Community College is 45 miles away in the City of Craig.

The South Routt Medical Center is located on Main Street in Oak Creek, and offers comprehensive medical care, including Family Medicine, Women's Health, Pediatric Care, Dental Care, Physical Therapy and in-house laboratory services. Additionally, the Yampa Valley Regional Airport is located 25 miles northwest of Oak Creek in the Town of Hayden. The airport services commercial and private aviation.



Oak Creek enjoys an alpine climate, with typically a wet spring, mild summer, cool autumn and a long, snowy winter season.



# The Position

The Town Administrator/Clerk oversees the day-to-day municipal operations and functions as the Chief Operating / Chief Administrative Officer. The Town Administrator/Clerk will work with the Mayor, Board of Trustees, Deputy Clerk, Treasurer and other staff, to carry out the day-to-day functions of the Town and help formulate and implement the long-range plans.

The Town Administrator/Clerk reports to the Mayor and Trustees and is responsible for the proper administration of the Town's business affairs.

The successful candidate will:

- Provide strategic leadership in the development and implementation of town policies, procedures, and initiatives.
- Act as the chief administrative officer, overseeing all town administrative functions, including human resources, benefit administration, finance, accounting and payroll administration in coordination with the Town Treasurer.
- Prepare the town's annual budget and strategic plan.
- Represent the Town in meetings.
- Ensure compliance with all financial regulations and reporting requirements.
- Serve as the Designated Election Official.
- Serve as the Records Manager to maintain and preserve official town records in compliance with applicable laws and regulations and coordinates and manages open records requests.
- Supervise and enforce terms and conditions of all leases, contracts and agreements.
- Collaborate with the Public Works Director and Chief of Police to ensure efficient and effective delivery of town services and serve as the primary point of contact for citizens' inquiries.
- Responsible for the research, application and administration of state, federal and private grant opportunities.
- Develop and maintain a code of ethics and conduct for town employees and officials.
- Oversee zoning, land development, and planning functions to ensure compliance with local regulations.
- Collaborate with the Town Board to promote responsible and sustainable economic growth and land use within the town.
- Serve as the primary liaison between the Town Board and staff. Provide regular reports, and recommendations to the Board on Town operations, financial status, land use planning, and policy matters.



# Qualifications

- Bachelor's degree in Public Administration, or related Bachelors Degree, or previous experience in municipal government administration, including knowledge of local government operations, accounting, finance, and land use planning.
- Strong leadership, communication, and interpersonal skills.
- Exceptional grasp of financial concepts and adeptness in business management.
- Excellent organizational and problem-solving abilities.
- Knowledge of relevant state and federal laws and regulations.
- Ethical and transparent conduct with a commitment to upholding the highest standards and ethics of public service.
- Is proficient with computer software designed for document and financial management, data analysis, and communication.
- Demonstrates excellent customer service when interacting with residents and stakeholders.
- Is adaptable to changing regulations, technology, and administrative procedures.
- Certified or have the ability to be certified through the International Institute of Municipal Clerks (IIMC), or a similar organization.

**Mission Statement**  
**“Provide exceptional customer service, uphold the public interest and advance the community.”**





## The Ideal Candidate

- Is eager to embrace the Oak Creek community and become a visible leader who is willing to establish himself/herself long-term in Oak Creek.
- Is a strong and effective leader who is ethical and of strong personal and professional character.
- 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.
- An experienced and effective leader who will develop and mentor staff to ensure a healthy and efficient work environment.
- 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.
- Has previous experience in municipal government working in an Administrator, Town Clerk, Deputy Town Clerk, or in an administrative role with financial and leadership responsibilities.
- Is a strong and effective communicator, verbally and in writing.
- Is experienced and comfortable preparing and presenting clear and organized presentations, documentation, and reports.
- Demonstrates a strong understanding of local government operations, including municipal codes, regulations and ordinances and the associated legalities.
- Is organized, detailed and very efficient with administrative tasks, records management, and meeting preparation.

Strong Leader

Effective Communicator

Ethical

Professional

Experienced



# Opportunities & Challenges

The Town is the commercial and activity hub of South Routt County. The next Town Administrator/ Clerk will have an opportunity to be on the vanguard of the changes Oak Creek is facing as the town and the surrounding community grow and change with the pending development in the nearby Stagecoach area and as many new and young families call Oak Creek home.

The Town Board is taking steps now to undertake the 2025 Comprehensive Plan update process that will include economic development and capital improvement planning. It is key that the leadership recognize the importance of protecting the community’s character; updating infrastructure and undertaking needed capital projects; and maintaining the vitality of a successful rural resort Colorado community.

The Town is currently rebuilding its Police Department as well as its administrative team. New leadership will need to assure that the current efforts of creating camaraderie and a healthy workplace continue.



## Benefit Summary

The successful candidate will receive an excellent benefit package including health, dental, and ICMA-Mission Squared 457 deferred compensation.



# Apply Online

[Open Positions | KRW Associates \(krw-associates.com\)](#)

Click on the *Position Information* then *Apply Here* at the bottom of the posting.

## Or By Email

Email your cover letter, resume and contact information for six professional references

to: [apply@krw-associates.com](mailto:apply@krw-associates.com).

**Deadline:** Friday, September 20, 2024 (5:00 PM MST)



## Questions?

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

Questions should be emailed to: [info@krw-associates.com](mailto:info@krw-associates.com) or you may call

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

KRW Senior Associate, Mark Collins | 307-460-1941 or

KRW Senior Associate, Gina McGrail | 303-249-9572.

The Town of Oak Creek is an equal opportunity employer.

