

Town of Paonia

Town Administrator/Treasurer Job Description

09/22/2026

Job Summary

The incumbent manages and oversees Town operations and services at the direction of the Board of Trustees and ensures consistent adherence with Town of Paonia Municipal Code and Town policies. The incumbent also serves as the Town Treasurer.

Essential Duties:

Descriptions	Frequency	Percent of Time
Oversee day-to-day operations The incumbent works with and manages departments through department heads, oversees human resource management, communicates with, works with and meets with the public, communicates with and meets with the Mayor and Trustees individually outside of board meeting settings.	Daily	30%
Manage finance and accounting staff and regularly report financial condition to the Board of Trustees Finance and accounting staff are direct reports. Work with staff to efficiently manage finances, pay accounts payable, account for revenues, account for projects and grants.	Daily	20%
Regularly report financial condition Work with contract accounting staff to discuss and report financial condition to the Board of Trustees and department heads through reports provided by contract accounting staff.	Monthly	10%
Develop and manage the annual budget	Seasonally	20%
Work with Board of Trustees, Attorney, and Staff to develop and update Ordinances and Policy As need for new ordinances and policy are identified and need for updates become clear, work with Trustees, attorney, and staff to develop new ordinances and/or edit existing ordinances and policy for presentation to the Board of Trustees.	Monthly	10%
Board of Trustees Meetings Work with the Clerk and Mayor to manage the Board work session and meeting agenda development process. Manage parking lot items to ensure they are placed on Board agendas when ready for presentation.	Weekly	5%
Other Duties as assigned	Varies	5%

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Knowledge, Skills and Abilities:

Knowledge of:

- Local governmental functions and principles and practices of public administration including operations, analysis, and budgeting.
- State of Colorado Municipal law (CRS Titles 29 and 31) and Paonia Town Code, resolutions, policies, and fee schedules.
- Principles, practices and application of strategic planning, performance measurement and public relations.
- Human Resource Management
- Fiscal laws and best practices including GASB, municipal public finance administration and practices, and those specific to Colorado such as The Taxpayer Bill of Rights (TABOR).
- Risk management and insurance issues.
- Employment laws such as FLSA, ADA, HIPPA, COBRA, Worker's Compensation, Unemployment and the Family Medical Leave Act.
- Fund accounting and finance.

Skilled in:

- Public engagement: Engage the public through a variety of diverse approaches and tools, including public speaking, website content, social media, and other methods which will best engage with Paonia culture.
- Preparing and presenting written and oral reports.
- Communicating effectively with a wide variety of people, including the Board of Trustees, department heads, employees, and representatives of other governmental agencies.
- Successful grant writing with a solid working knowledge of the grant writing process and a track record of successfully securing and managing grant funding.

Ability to:

- Hire, organize, assign, and review work of staff; and able to effectively motivate, develop and discipline staff.
- Plan and coordinate a variety of problem-solving and fact-finding projects.
- Manage multiple projects concurrently and prioritize and delegate work effectively
- Work well under pressure.
- Explain and interpret Town policies, procedures, and functions.
- Establish realistic goals and priorities and attain them.
- Negotiate solutions to complex and multi-layered problems and issues.
- Maintain effective working relationships with the public, media, Board of Trustees, employees, and citizens, especially in cases of political significance or high sensitivity.
- Learn and retain technical and complex information, terminology, policies, and procedures.
- Prepare and present ideas and findings clearly and concisely in written, oral, and graphic form using proper sentence construction, punctuation, and grammar.
- Be able to understand and implement complex oral and written instructions.
- Research and prepare complex reports.
- Work well independently and with others to establish and attain objectives.
- Organize workflow and manage time effectively.
- Ensure accountability within the organization and demonstrate integrity, ingenuity, and

inventiveness in the performance of assigned tasks.

Create and maintain good working relationships with contractors, grantors, state and other local government agencies and personnel.

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Public Administration, Public Policy, Business Management, or a related field. However, a bachelor's degree in another major will be considered preferably accompanied with at least five years of experience in positions that require skills and abilities directly related to those required for a Town Administrator. Master of Public Administration or Public Policy preferred.

Experience:

Four (4) years of experience in a municipality, county, or other local government and a minimum of two (2) years of supervisory experience.

Or, an equivalent combination of education and experience to fulfill the essential functions, duties, and responsibilities and provide the necessary knowledge, skills, and abilities may be considered.

The Town of Paonia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.