The Town of Lochbuie, Colorado is hiring a TOWN ADMINISTRATOR
The Town of Lochbuie, Colorado is a rapidly growing, northeastern suburb of Denver, located within the bustling I-76 corridor and centrally located to Boulder, Denver, Aurora, and Greeley. Lochbuie is the ideal place to call home!

Residents say, “Lochbuie’s family-oriented sense of community along with reasonably priced housing options and great schools make this suburb, with a small-town feel, a great place to live and grow!”

History
The Town of Lochbuie was incorporated in 1974 in Weld County and in 2018 in Adams County. Along the Weld-Adams County line Gordon McClain owned land next to Interstate 80 South and in 1961 developed a 12-acre mobile home subdivision. It was named Spacious Living, nicknamed Space City. In 1974, to be able to improve their water and sewer systems, residents voted to incorporate, naming their new town Lochbuie. McClain’s grandparents’ ancestral home was Lochbuie, Isle of Mull, Scotland. In Scottish-Gaelic the spelling would be Locha Buidhe, meaning Lake of the Fair-haired Clan.

Highway Interstate 80 South was officially renumbered Interstate 76 in July 1976. It remains a regional highway around which the Town of Lochbuie has grown, into both Weld and Adams Counties. The I-76 corridor is a critical link to the rest of the U.S. by connecting I-80 and I-70, two of the longest interstate routes in the nation.

Activities and recreation
Lochbuie residents have access to 60 acres of designated open space, as well as 3 Town parks and 9 HOA parks. Residents also have the opportunity to gather as a community for many fun annual and special events throughout the year.

Vital Statistics
- Incorporated areas 3.69 square miles
- Elevation 5,020 feet
- 22.3 miles from Denver International Airport
- 1,867 housing units
- 8,088 residents (based on 2020 Census)
- Median resident age is 29.4 years (2020 Census)

Education
Lochbuie residents are served by two school districts: Weld RE-3J and Adams 27J.

The Weld RE-3J district mission is to create opportunities for student success through a safe learning environment, engaging instruction, diverse activities, and a supportive community. The district includes Weld Central High School, Weld Central Middle School, K-12 Online Innovations, and five elementary schools.

The Adams 27J district provides a full and challenging range of educational programs and services authorized by Colorado State Statute including kindergarten through grade twelve education in elementary, middle, and high schools; Special Education; Vocational Education; an Online Education program; English as a Second Language education; Gifted and Talented; and numerous other educational and support programs.

Economy
As a bedroom community, the Town has a strong focus on promoting businesses and economic development to best provide jobs, goods, and services to its residents. Lochbuie has prime real estate, ready for development, zoned for both residential and commercial with the infrastructure to accommodate future development.
Government
- Statutory Town
- Town Board-Town Administrator form of government
- 7 Town Board Members elected-at-large

2023 Budget Highlights
- Budgeted revenue for all Town funds is approximately $20M
- General fund: $6.8M
- 2 enterprise funds: Water ($9.1M) and Sewer ($4.1M)

To protect the Town and its services from a possible recession, the Town has maintained a conservative projection philosophy. The Town fully expects to maintain or improve service levels in 2023, despite relatively flat revenues through a careful control of operational costs and improved efficiencies.

Investments in infrastructure are being made in 2023 that are designed to encourage significant new private investment in the town.

The Town will be focused on adding additional sources of sustainable revenue to fund community services and amenities. The Town will encourage retail and industrial development to generate revenue and jobs as well as locations to shop in town.

The Town continues to focus on our mission of building a great community for families.

Overall City Projects
- Staff expansion plan to continue to provide high level services to residents
- A plan to improve the Town image and branding

Public Works Current Projects
- Elevated water storage tank
- Water system master plan update
- Wastewater treatment plant expansion preliminary design
- Greenways Trail–approximately 1 mile long
- WCR 4 bridge replacement design

Human Resources Current Projects
- Job classification & compensation study
- Expanding operational policies
- Employee retention
- Transitioning to electronic employment apps and onboarding

Community Development Current Projects
- Updating the Town’s impact fees
- Creating a GIS platform

Town Clerk Current Projects
- Meter reading system implementation
- Laserfiche implementation

Current Subdivisions:
- Silver Peaks East: 154 units under construction; approximately 70% built-out
- Lochbuie Station: 202 units under construction; approximately 50% built-out
- Silver Peaks Planning Area 4: 248 units fully entitled; public improvement plans approved by staff; subdivision improvement agreement approved by Board; construction to commence summer 2023; offsites include widening of CR2 (major arterial) and phase 1 of central park development
- QuikTrip commercial subdivision: rezone and prelim plat approved for 22-acre commercial subdivision (3 lots for imminent development, 2 larger tracts for future)

Expected Subdivisions:
- Fruition: concept plan under review for 367 units on 78 acres
- Highlands: application expected for 700-acre mixed-use development including light industrial, commercial, MF, SF (~1,000 residential units)
- BNSF intermodal facility and logistics park: 3,000-acre development includes intermodal rail-to-truck facility with up to 20 million square-feet of logistics/warehouse space ($1 billion project)

Current Commercial Projects: QuikTrip, Starbucks, Take 5 Car Wash
Appointed by the Town Board, the Town Administrator serves as the head of the administration of the Town of Lochbuie. The administrator shall be responsible to the Town Board for the proper administration of all affairs of the Town. Work is performed under the general direction of the Town Board, with extensive leeway granted for the exercise of independent judgment and initiative. Supervision is exercised over all Department Heads and Town personnel. The nature of the work performed requires Administrator to establish and maintain effective working relationships with Town Board, Town employees, boards and commission members, contractors, vendors, the news media, and the general public.

Examples of essential duties and responsibilities include:

**Leadership**
- Direct, coordinate, and supervise Town functions to ensure established goals and directives of Town Board are executed.
- Confer with Town Board, Town Attorney, and staff when recommending and establishing policies, procedures, and priorities necessary to meet community and departmental needs.
- Establish and clearly communicate annual goals and objectives for the Town as well as for each Department.
- Manage Town personnel including hiring and promoting staff as well as reassigning or terminating employees as necessary. Determine or approve suggested salaries provided to Town staff under the Town Administrator.
- Establish accountability measures across the organization and manage processes to evaluate success towards goals and objectives.
- Provide leadership through crisis and emergency situations to include disaster related events, including managing media response and communication to the public.

**Budget & Financial Oversight**
- Prepare budget annually, submit to the Town Board, and administer responsibly after adoption.
- Provide periodic financial reports to Town Board and advise on issues or financial conditions that may affect budget or the ability to meet the future needs of the Town.
- Evaluate revenue and budget forecasts and adjust administrative decisions accordingly. Realign budgets as necessary to ensure diligent and responsible financial oversight.

**Strategic Planning & Visioning**
- Collaborate with Town Board in strategic planning process to develop both long-term and annual strategic plans. Develop consistent processes for re-evaluating needs of the Town.
- Develop work plans with specific goals, metrics, and deliverables for Town Departments to ensure priorities outlined in strategic plan are met or exceeded.
- Analyze and forecast trends of municipal services and advise Town Board as necessary, making recommendations for changes in policy or procedures that would positively impact the Town.
- Communicate short-term and long-term goals to Town staff and generate support with staff, Town Board, and key community stakeholders.
The ideal person to fill this position is a career professional with a serious interest in building a legacy by managing and directing the tremendous growth that is happening in the Town and the region. The ideal person should want to build with Lochbuie and manage significant projects that will guide the community for decades to come.

- Master's degree from an accredited college or university in Accounting, Public Finance, Business or Public Administration, or related field required.
- Minimum 5-7 years of progressively responsible experience as a city or county manager in the public sector for a similar size community, or as an assistant or deputy in a larger community, or equivalent experience in the private sector with an organization of similar size and complexity.
- Credentialing as a Certified Manager by the International City/County Management Association (ICMA) is preferred.
- Confidence borne from expertise, possessing a calm and approachable demeanor.
- Outstanding leadership skills.
- Trustworthy and dependable.
- Growth-oriented visionary.
- Leads by example and always demonstrates honesty, integrity, and diplomacy.
- Friendly, calm, and collected, even during chaos, and desires to immerse oneself in and be a part of this community.
- Motivator who works collaboratively with and empowers staff.
- Positive and supportive management style that builds staff up, is respectful of all, provides mentoring, sets priorities, provides resources, has high expectations, and ensures accountability.
- Encourages teamwork and is comfortable getting in the trenches to get the job done.
- Professional, while also friendly and outgoing with a sense of humor.
- Outstanding communication skills.
- Able to lead and guide the Board without taking sides or playing politics.
- Strong financial and budgeting background with ability to ensure financial data is accurate every time, all the time.
- Able to provide financial reports and an annual budget that are accurate and understandable even to those without financial backgrounds.
- Able to make clear and concise presentations to the Town Board, the public, and others.

**HOW TO APPLY**

**Compensation:** Annual base salary will depend on qualifications but is expected to be in the range of $137,233 to $185,266. Benefits include: Health Insurance, Dental Insurance, Vision Insurance, HSA, 12 Paid Holidays, 457-B $60 Employer Contribution Match, and Retirement through PERA.

**To apply,** please email your cover letter and resume in .pdf format by August 19, 2023, 5 pm MDT, to clowe@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Chris Lowe at 785-766-9104 or clowe@governmentpros.com.

The Town of Lochbuie is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the Town's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.