



PO Box 128
304 8th Street
Gilcrest, CO 80623
(970) 737-2426
(970) 737-2427 fax
www.townofgilcrest.org

Dear Applicant,

Thank you for your interest in the Town Administrator position with the Town of Gilcrest. The following information has been included in this packet:

1. Job Announcement
2. Job Description
3. Employment Application
4. Background Check Release

We request that the following items be submitted when applying for the position:

1. Cover Letter and Resume
2. Employment Application (Do not duplicate the information you have provided on the resume on the application. Simply note "see resume".) (The background check will only be completed if you are selected as a finalist.)
3. Salary requirements

We welcome you to view information on the Town of Gilcrest on our website at www.townofgilcrest.org for information on budget, the municipal code and more.

Regards,

Brenda Joseph
Town Clerk/Treasurer
Town of Gilcrest

JOB ANNOUNCEMENT

TOWN ADMINISTRATOR

Town of Gilcrest, Colorado

The Town of Gilcrest, Colorado is seeking applications from qualified professional local government administrators/managers for the Part-Time position of Town Administrator.

THE COMMUNITY

Gilcrest is located approximately 40 miles north of Denver, Colorado 12 miles south of Greeley, Colorado on the State Hwy 85 corridor. The population is approximately 1,100 people. The surrounding area is rural, agricultural and the oil and gas industry is very active in the region.

THE GOVERNMENT

Gilcrest is a Statutory Town with a seven- member Board of Trustees. The Mayor is elected for a four-year term as are the six Trustees. Elections are held in November of even numbered years.

Gilcrest is a full-service government providing municipal water (purchased from Central Weld County Water District), municipal wastewater collection and treatment, streets, and parks. The town has five full-time non-exempt employees. Law enforcement services are provided on a contract basis with the Platteville Police Department. Building permits and inspections are provided on a contract basis with SAFEbuilt COLORADO, Inc. Fire protection is provided by the Platteville/Gilcrest Fire Protection District. Planning and engineering services are provided through contracts with outside firms. The school district is Weld RE-1 and an elementary and high school are located in Gilcrest. Middle schools are provided in both LaSalle and Platteville and middle school age children are bussed to either location.

THE TOWN ADMINISTRATOR

The Town Administrator is an exempt part-time (24 hours per week) position that oversees the day-to-day operation of all municipal functions including town clerk, human resources, finance, public safety, utilities,

public works, planning an economic development and municipal court. The Administrator manages outside contracts and agreements. All department heads report directly to the Town Administrator with the exception of the Town Attorney and Municipal Judge.



Minimum qualifications include a bachelor's degree with two (2) years experience in municipal administrator or a combination of education and experience totaling a minimum of five years experience in municipal administration.

The Administrator will be experienced with the formulation of budgets and lead preparation of the annual budget, supervise and evaluate department heads and implement Board policies. The Administrator must be experienced, knowledgeable, people oriented, a good communicator and possess good customer service skills.

THE APPLICATION PROCESS

Applications for the Town Administrator position may be submitted by e-mail, USPS or hand delivered to the Town Hall no later than 5:00 p.m. on Friday, September 15, 2023. An application packet, including the full job description, is available by contacting the Town Clerk at brenda@townofgilcrest.org. All applicants are invited to visit the Town's website at www.townofgilcrest.org for more information on the Town.

Salary package and employment agreement terms are negotiable. EOE

Town of Gilcrest
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brenda@townofgilcrest.org

POSITION DESCRIPTION
TOWN ADMINISTRATOR

APPROVED 03-10-14

GENERAL PURPOSE

The individual must be able to perform the essential functions of the position which include a variety of routine and complex municipal functions of the Town of Gilcrest. This is a contract position. Hours, salary and terms of employment will be governed by contract between the contractor and the Town Board of Trustees.

SUPERVISION RECEIVED:

Serves at the pleasure of the Board of Trustees for an indefinite period.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Efficient administration and supervision of all departments and personnel of the Town government including the Town Clerk, the Town Treasurer and the Chief of Police (“Statutory Officers”).
- Make personnel decisions for all employees except Statutory Officers of the Town.
- Make recommendations to the Board of Trustees regarding Statutory Officers of the Town.
- Supervise enforcement of all laws and ordinances.
- Recommend an annual budget, administer the budget, and keep the board fully advised of the financial condition of the Town.
- Recommend measures to the Board as deemed necessary.
- Supervise purchasing, let contracts and receive bids pursuant to the approved Purchasing Policy of the Town.
- Perform other duties as assigned by the Board of Trustees.
- Provides back up to the Town Clerk and Town Treasurer duties.

EDUCATION

- A bachelor’s degree with two (2) years experience in municipal administration or combination of education and experience totaling a minimum of five years experience in municipal administration.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of computers and electronic data processing.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships.
- Ability to analyze and interpret data.

TOOLS AND EQUIPMENT USED

Operates a personal computer, including word processing and spreadsheet, phone. Must have a valid driver’s license.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is frequently required to sit, talk and hear.
- The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

The noise level in the work environment is usually moderate. There may be regular interruptions to assist the public.

OTHER

Individual in this position must be of the highest ethical standards and have no criminal convictions on their record.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date



TOWN OF GILCREST

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Application must be completed in full, you may attach a resume, but do not write "see resume". Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application.

Job Applied for _____ Today's Date _____

How did you hear about this position? _____ What date can you start? _____

Last Name	First Name	MI	Phone number/Cell number
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Present Street Address	City	State	Zip Code
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Are you 18 years of age or older? (Please Circle) YES NO

Are you legally permitted to work in the United States? (Please Circle) YES NO

Have you ever applied here before? YES NO If yes, when? _____

Were you ever employed here? YES NO If yes, when? _____

Have you ever been convicted of any Misdemeanor or Felony? (Include any plea of "guilty" or "no contest" excluding any minor traffic violations) YES NO If yes, give details _____

Do you have a valid driver's license? YES NO

Driver's License Number _____ Class of License _____ State Licensed In _____

List all traffic violations/accidents in the last 3 years _____

Has your license been suspended or revoked? YES NO

If yes, please provide dates of revocation or suspension and explain why: _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.) _____

LIST NAME AND ADDRESS OF SCHOOLS	Number of	Diploma/	Subjects
	Years Completed	Degree/Certificate	Studied
High School or GED: _____			
College or University: _____			
Vocational or Technical: _____			
What skills or additional training do you have that relate to the job for which you are applying: _____ _____			
What machines or equipment can you operate that relate to the job for which are you applying? _____ _____			
Can you speak both English and Spanish? _____	Can you write both English or Spanish? _____		
LICENSES AND CERTIFICATIONS: Professional/Trade: _____ Level: _____ Expires: _____			

List the names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give name and supply business references. NOTE: A job offer may be contingent upon acceptable references from current and former employers, please let us know if you do not want us to contact an employer. Please use a blank sheet of which paper if you need more room.

Name of Employer	Job Title and Duties		
Address	Dates of Employment (MO/YR) From:	To:	
City, State, Zip Code	Pay: Start \$	Final \$	
Supervisor(s)	Telephone	Reason for Leaving	

Name of Employer	Job Title and Duties		
Address	Dates of Employment (MO/YR) From:	To:	
City, State, Zip Code	Pay: Start \$	Final \$	
Supervisor(s)	Telephone	Reason for Leaving	

Name of Employer	Job Title and Duties		
Address	Dates of Employment (MO/YR) From:	To:	
City, State, Zip Code	Pay: Start \$	Final \$	
Supervisor(s)	Telephone	Reason for Leaving	

Have you worked or attended school under any other names? If yes, give names: _____	YES	NO
Are you presently employed? If yes, whom do you suggest we contact? _____	YES	NO

Give three references, not relatives, and familiar with your work ability:

	Name	Address	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required. I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand and by my signature consent to these statements.

Signature _____ Date _____



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WAIVER AND INFORMATION FORM
FOR CRIMINAL BACKGROUND CHECK

I am an applicant for employment with the Town of Gilcrest. As part of my application for employment, I hereby voluntarily submit to both a criminal records check, driver history and credit check to be conducted for the benefit of the Town of Gilcrest. I am providing confidential information to be used only for this background check and credit check. I hereby waive any claim I may have or which may arise due to the use of such information for a background records check and credit check purposes only. This waiver does not include any claim for damages resulting from any intentional or grossly negligent release of my confidential information by the Town or its employees.

Name (full): _____

Other names used: _____

Sex: _____

Date of birth: _____

State of birth: _____

Driver's License #: _____

Social security number: _____

I direct that this information be used only for the purposes of obtaining a background records check and credit check as part of my application for employment. No other release of my confidential information may be made without my further consent.

Signed this ____ day of _____, 20____.

Applicant signature