CRIPPLE CREEK
COLORADO
Get Out and Play More.

CITY ADMINISTRATOR

$96,586 to $130,676

Plus Excellent Benefits

Apply to

KRW Associates, LLC

apply@krw-associates.com

Deadline

August 26, 2018

THE COMMUNITY

Cripple Creek occupies 1.53 square miles on the western slope of Pikes Peak in Colorado's majestic Rocky Mountains and is located 44 miles southwest of Colorado Springs. Cripple Creek played an integral role in the rich heritage of Colorado. The first homesteaders arrived here in the mid-1800s. In 1890, a ranch hand named Bob Womack discovered gold and Cripple Creek changed forever. When the gold era ended in 1918, more than $300 million in gold had been mined in what would be the last great gold rush in North America. By the 1920s, only about 40 mines remained, but two decades later, in the 1940s, the City began to promote itself as a tourist destination, offering visitors a glimpse into the past. In 1991, the City was opened to limited-stakes gaming. Today, the venerable gold camp has reinvented itself as a full-service tourist destination, all the while preserving and showcasing its rich history. While the City's permanent population is 1,250 the large number of casino employees and patrons make it comparable to a community of 10,000. Cripple Creek is a designated National Historic Landmark and greets 1.2 million visitors each year. In 2017 it was voted one of Trip Advisor's "20 Best Summer Vacation Ideas".

THE ORGANIZATION

The City of Cripple Creek, incorporated in 1892, is a statutory city organized under provisions of the Colorado Constitution and is the county seat of Teller County. The City government consists of a Mayor and 4 member City Council, with a City Administrator responsible for carrying out the policies and ordinances of the City Council and overseeing the day-to-day operations. The City employs 78 full-time, 39 part-time and 4 seasonal employees and has a 2018 total budget of $10,479,955 with the general fund comprising $7,904,313 of that amount.

THE POSITION

The City Administrator's primary responsibility is to provide centralization of the administrative responsibilities of the City, through the management of 17 departments and direct reports. The Administrator is the top manager of the City Government, is appointed by the Mayor and City Council and is responsible for the efficient operation of the City as a whole.

The successful candidate will have proven leadership skills, be an excellent communicator and able to motivate others. He/she will possess an understanding of municipal finances, community and infrastructure development and have the ability to work with multiple stakeholders and foster positive relationships between different organizations, entities and the public. An understanding and appreciation of the history of Cripple Creek and commitment to maintaining it is essential.

Competencies and Personal Characteristics

- An inclusive leader who seeks input and thoughts from a variety of team members to help guide decisions
- A tactful and humble leader with good active listening skills and a high degree of emotional intelligence
- Political acumen-ability to maneuver complex political situations effectively

- A reputation for honesty and being trustworthy, approachable and dependable
- Ability to influence organizational change
- Decisive-makes decisions based on analysis, experience, and professional judgment
- Consensus builder-internally and with the community
- Highly visible leader with confidence, bearing and respect

EDUCATION AND EXPERIENCE

The position requires a college degree from an accredited college or university with major coursework in public or business administration or a related field; significant supervisory experience in personnel and project management; experience as a City or Town Manager or Administrator or Assistant; familiarity with a small-town environment and tourism and possession of, or ability to obtain, a valid Colorado driver's license.

Another combination of education and experience, which provides the skills and abilities required for the job, may be substituted for listed requirements.

COMPENSATION AND BENEFITS

The salary range for the City Administrator is $96,586 to $130,676 annually, dependent upon qualifications. The City also offers an attractive benefits package.

TO APPLY

The City is being assisted in this search by KRW Associates, LLC. Applications will be accepted electronically until 5PM (MDT) August 26, 2018 by KRW Associates, LLC, apply@krw-associates.com and must include a cover letter, resume (with salary history), and 6 professional references.

Questions should be directed to Lorne Kramer, KRW Managing Partner at info@krw-associates.com or 719-310-8960 or Susan Eaton, KRW Senior Associate at info@krw-associates.com or 303-377-9675.

The City of Cripple Creek is an equal opportunity employer.