



ASSISTANT CITY MANAGER

CRAIG, COLORADO

EXECUTIVE
RECRUITMENT
PROVIDED BY





THE COMMUNITY

Situated in the northwest corner of Colorado, the City of Craig covers just over five square miles and is the most populous municipality in Moffat County. Located at the intersection of U.S. Highway 40 and Colorado Highway 13, the County borders Wyoming to the north and Utah to the west. Craig is serviced by two regional airports, the Craig/Moffat Airport in Craig and the Yampa Valley Regional Airport in nearby Hayden. Visitors often comment on Craig's charming small-town feel and the friendly people who live and work in the City. Craig is home to nearly 9,000 residents who are proud of their Western heritage and enjoy beautiful natural vistas.

Founded by William H. Tucker, Craig was incorporated on April 24, 1908, and was named in honor of Reverend William Bayard Craig, one of the City's financial backers. Craig became the county seat of Moffat County when the county was created out of the western portion of Routt County in 1911. Starting in the 1970s, power plants and coal mines were constructed in the area, and the City's economy is still closely tied to these industries.

Craig is located in a region that is rich in agricultural resources. Cattle and sheep ranches dot the area, and the City is known as the "Elk Hunting Capital of the World," with one of North America's largest elk herds. Hunters travel to Craig from all over the world for elk hunting, which provides a tremendous boost to the local economy every fall and winter. The coal, oil, and gas industries continue to make up a substantial portion of the City's economy as well. Efforts are being made to diversify the City's economy and Grow Businesses through the formation of the Craig Urban Renewal Areas (CURA) to incentivize investment and redevelopment in commercial areas. The Craig Housing Authority (CHA) is working to bring modern, energy-efficient housing and redevelopment of substandard housing to the community to meet the housing needs of our citizens and business owners. A local marketing district has also been established and is funded through a 4% increase in lodging tax. This project was initiated by the Moffat County Commission, the City of Craig, and participation from the Town of Dinosaur. Major Employers in and around Craig include Colowyo Coal Company, Twenty Mile Coal Company, Trapper Mine, City of Craig, Moffat County, Tri-State Generation and Transmission, Wlalmart, Memorial Regional Health, and Cdot.

There are many cultural, historical, and recreational attractions throughout the area, including the Dinosaur National Monument, a science and history park and former outlaw refuge, where visitors can view embedded fossils and petroglyphs. Area museums include the Museum of Northwest Colorado, with the nationally known Cowboy and Gunfighter's Collection, and the Living History Wyman Museum.

The abundance of year-round outdoor recreational opportunities for all ages and abilities draws residents and visitors alike to this picturesque region. Sandwash Basin is home to one of the few remaining herds of free-roaming wild mustangs in the United States, and White River National Forest features 11 ski resorts, eight wilderness areas, 10 mountain peaks over 14,000 feet, and 2,500 miles of trails. Other points of interest include Browns Park National Wildlife Refuge, a popular spot for hunters and anglers, Elkhead Reservoir State Park, and Yampa River State Park in

Hayden. There are also fishing and water sports on the Yampa River, world-class skiing in Steamboat Springs, and many more fascinating things to see and do around the area.

The City hosts several popular events and festivals annually. Grande Olde West Days is a spring celebration that features a country western music concert, bull riders, cowboy poets, art, and the Wildgame and Roadkill Cook-Off. Whittle the Wood, a wood carving competition attracts visitors from around the world. The City also hosts a community concert series six times a year. Other area events include the Moffat County Balloon Festival, Sombrero Ranch Horse Drive, the Moffat County Fair, and a variety of golf tournaments.

Craig's students are served by the Moffat County School District, which spans an area of 4,836 square miles and has an enrollment of approximately 2,200 students in grades Pre-K through 12. Craig is the largest community in the school district and is home to Moffat County High School, Craig Middle School, an early childhood center, and five elementary schools. In addition to academic and college preparatory courses, a diverse vocational and technical curriculum is offered.

For those seeking higher education, the highly respected Colorado Northwestern Community College has a campus in Craig. The college recently built new facilities in Craig and has significantly expanded its curriculum and programs. Additionally, Colorado Mountain College has a campus in nearby Steamboat Springs.

The median income in the City is \$63,983 and the average home value is \$282,232.



High profile major development projects underway or recently completed include:

Yampa River Corridor Project

8th Street Townhomes

Future Craig Business & Industrial Park

Future Meadows Apartments

Bad Alibi Distillery

Ann's Authentic Thai/Unit 301 Sports Bar & Grill

Yampa Sidewalk Improvement Project

Alice Pleasant Park Improvements



GOVERNANCE & ORGANIZATION

The City of Craig is a home rule municipality and operates under a council-manager form of government. There are seven Council members, including the Mayor. Council members serve four-year terms with two-term limits, with the Mayor serving two-year terms with a three-term limit. The City Council appoints a professional City Manager to manage day-to-day operations. The City Council also appoints the City Attorney and Municipal Judge.

The City has 102 employees and an annual budget of \$40,770,270. The City's portion of sales tax is 4% and its portion of property tax is 1.8996% (Moffat County's total taxable assessed value is \$411,725,505).



ABOUT THE POSITION

Reporting to City Manager Peter Brixius, the Assistant City Manager provides key leadership, strategic direction, and supervision to assigned personnel. This is a highly responsible, executive management position that serves as a liaison and partner on City-wide issues; oversees complex projects and policy matters; and conducts research and analysis. The Assistant City Manager may be assigned responsibilities and oversight of all City facilities, Capital Improvement Plans (CIPs), and other departments, while also overseeing City-wide outreach and engagement.

This position plans, directs, coordinates, and reviews the work plan for staff and assigns work activities, projects, and programs. They assist in planning, directing, and coordinating a variety of highly responsible and complex programs and projects within the City, including financial oversight, organizational audits, reviews, and inquiries. Duties include overseeing City operations; directing and evaluating the work of staff; meeting regularly with employees to review work requirements, determine work procedures, and reassign work to meet emergencies; assisting with complex or problematic issues; and providing direction, advice, and technical expertise, as needed.

Attending City Council meetings and work sessions is part of the Assistant City Manager's job, as is working with the City Manager to track City Council direction and assist with implementation. They prepare and review operational, administrative, and other special reports; receive general policy direction from the City Manager; and follow up with appropriate staff or outside organizations to take necessary action. The Assistant City Manager serves as a leader and collaborative member of the leadership team, implementing City goals and developing and supporting organizational goals, values, long- and short-range planning, policies, programs, and practices.

This position performs project management work by initiating, managing, coordinating, and directing special projects, programs, and capital projects for the City. They oversee the preparation of RFPs, RFQs, and other pre-bid materials, project construction documents, construction specifications, cost estimates, bid documents, bid invitations, contract selection procedures, and contract awards. Working with contractors and consultants; managing projects; identifying project participants; maintaining project documents; establishing agendas; setting timelines, monitors, and reports on the progress of assigned projects; and ensuring projects are on time, on target, and on budget are crucial parts of this position.

Additional responsibilities of the Assistant City Manager include:

- Manages the selection of consultants and contractors for projects; reviews submitted information for completeness and adherence to bid specifications.
- Coordinates with all departments affected in the planning and implementation of equipment maintenance, shutdowns, CIPs City-wide, and the safety of the general public, employees, and contractors during projects.
- Coordinates field construction issues to include change orders, requests for information, architect's special instructions, and other modifications to the plans and specifications.



- Develop and/or review project proposals or plans to determine the time frame, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects.
- Provides oversight and management of technology to employees and programs, including applications, communications, data, and technology systems.
- Manages the Information Technology division budget, based on the goals and growth objectives of the Department and the City.
- Oversees technology consulting on new systems City-wide, which includes requirements definition, alternatives analysis, cost estimating, RFP preparation, and analysis.
- Performs claim management, accident investigations, and loss prevention; implements and coordinates insurance contracts and activities associated with property and casualty, auto, and claims administration.
- Oversees the Facilities Division and Facilities Management Services, including the development of preventative and predictive maintenance systems.
- Oversees the development of Emergency Preparedness and Emergency Management Plans in coordination with the City of Craig, which include communication and information technology support.
- Directs program budgets to include preparing budgets; projecting and monitoring revenues and expenditures of areas of assignment; and researching, analyzing, and making recommendations for cost-effective Departmental operations, including developing, administering, and evaluating departmental programs and services. They also address process issues and implement required changes.
- Collaborates with Department directors on interdepartmental projects and convenes and facilitates meetings for addressing policy issues and business practices that impact operations.
- Provides information to the City Council and other boards, commissions, and the public on City issues, programs, services, and plans. Serves as City liaison to the community, local committees, boards, and agencies.
- Keeps the City Manager apprised of issues, activities, projects, and concerns through frequent communication and is self-directed in accomplishing assigned tasks and reporting on progress.
- Provides direction to assigned staff implementing the City Council's policy and direction and ensures the City Council and City goals are conducted.
- Monitors municipal government practices, standards, regulations, and trends for changes that may impact the City.
- Creates, reviews, and/or edits reports and statements prepared for the City Council and/or various committees and commissions.
- Participates in ongoing training for personal and professional development.



IDEAL CANDIDATE

The City of Craig seeks a leader with strong diplomatic skills, who is experienced in navigating local and state-level politics, to serve as its next Assistant City Manager. The ideal candidate has a calm, confident, and outgoing personality with humor and humility. They possess excellent conflict resolution skills and can collaborate with diverse stakeholders with conflicting opinions — and aren't afraid to engage in challenging conversations with the City Manager, Council, staff, and community members. Thinking critically, acting decisively, pivoting when needed, and advancing issues promptly are important characteristics of the chosen candidate.

The City is seeking someone who can provide decision-making support for the City Manager and City Council. The chosen Assistant City Manager will acknowledge and utilize the City staff's institutional knowledge, empowering and celebrating their work. They will gauge situations and know when to advocate for City goals, always acting in the City's best interest. The ideal candidate will be an innovative thinker who can adapt to a changing environment.

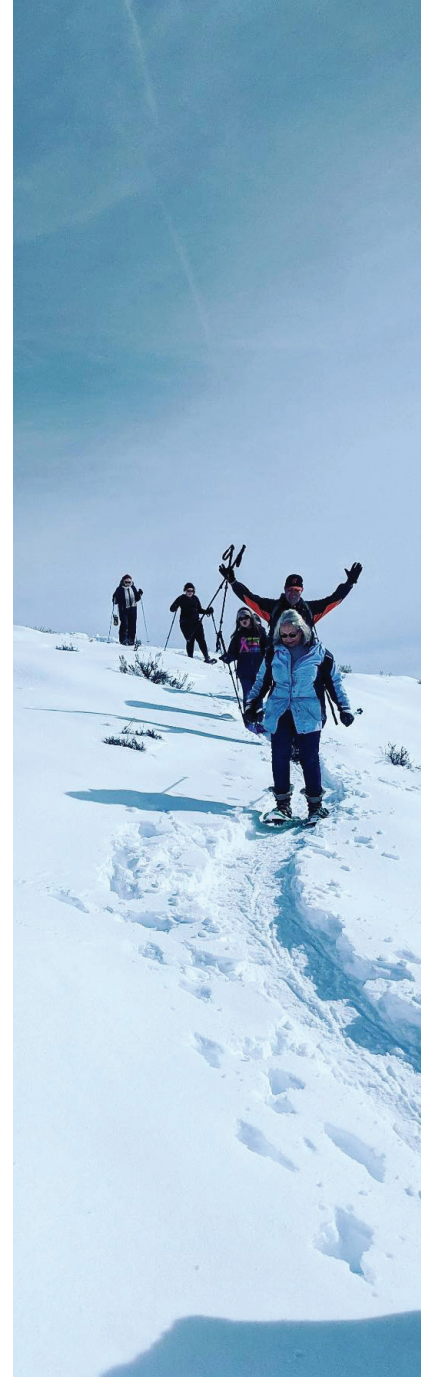
As the Assistant City Manager, the chosen candidate will work well with the County and other governmental agencies and be able to present to the City Council and other local groups. Experience in economic development, project management, municipal financial management, and public works is valuable for this role. Demonstrated leadership and management skills, including providing training, guidance, mentorship, and evaluation of performance, is a must for this position. A strong ability to listen and communicate effectively, both verbally and in writing, with employees and diverse members of the public is desired, as is an advanced knowledge of current social, political, and economic trends and operating problems of municipal government. Knowledge of organizational development, capital projects, election law, municipal codes, records and information management, licensing, and public-private operations is desired.

An advanced knowledge of budgeting and finance principles and practices; federal, state, and local laws, statutes, ordinances, rules, and regulations pertaining to local government operations; federal and state legislative processes; and management theory, principles, and practices is desired. The ideal candidate will also be familiar with the City of Craig personnel policies, practices, and procedures and be knowledgeable in the principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

Someone who can research, analyze, and evaluate new service delivery methods and techniques is preferred. The chosen candidate will also be able to analyze a variety of administrative, operational, fiscal, and social problems; make sound recommendations for solutions; negotiate and resolve complex issues; delegate authority and responsibility; take initiative; and apply independent judgment and discretion to perform tasks on behalf of the City. An ability to maintain confidentiality and manage confidential issues with tact and discretion is crucial.

EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in public administration, business management, economic development, political science, real estate development, or a related field, plus a master's degree in public administration or a related field. Eight years of progressively responsible experience in municipal government, including at least four years at a supervisory level, is required. A combination of relevant education and experience may be considered. A valid Colorado driver's license and satisfactory driving record is required.



COMPENSATION AND BENEFITS

The annual salary range for this position is \$97,479-\$140,126, dependent on qualifications and experience. The City of Craig offers a comprehensive benefits package, including medical, dental, vision, and life insurance; long-term disability; generous paid vacation, holidays, and sick leave; and a Flexible Savings Plan (FSA) or Health Savings Account. The City participates in a 401(a) Money Purchase Plan with a 12% employer contribution and a mandatory 6% employee contribution. The City of Craig does not participate in Social Security. A deferred compensation plan 457(B) and/or Traditional/Roth IRAs are available.



APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

Larry Gilley, Sr. Vice President
LarryGilley@GovernmentResource.com
325-660-4208



The City of Craig is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Craig
cityofcraig.org

Craig Economic Development
discovercraig.com

Craig Chamber of Commerce
craig-chamber.com

[Promotional video](#)

