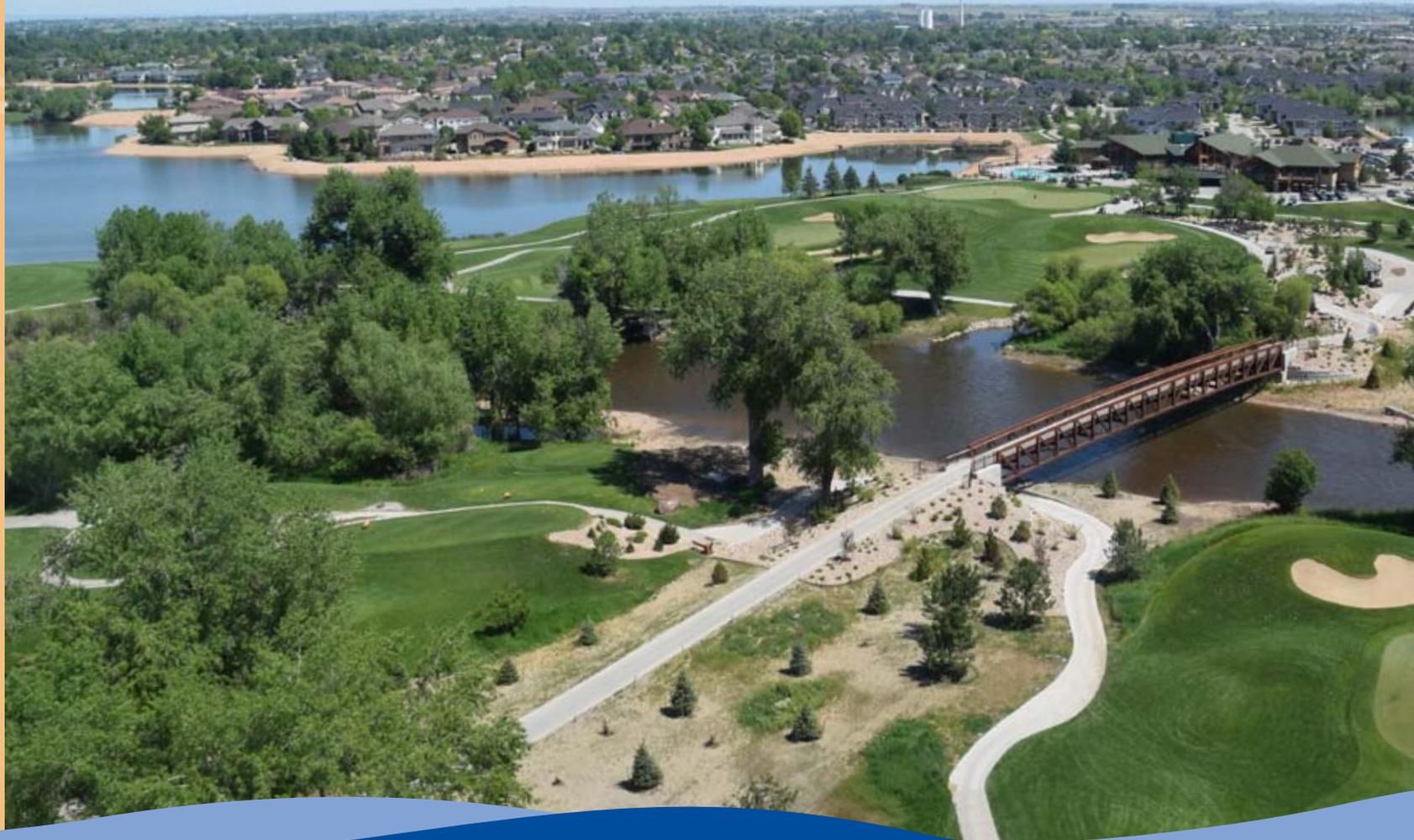




Town Manager

WINDSOR, COLORADO



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EXECUTIVE SEARCH

THE COMMUNITY

Situated in beautiful Northern Colorado in the plains at the base of the Rocky Mountains, the scenic Town of Windsor is a rapidly developing community, committed to its small-town feel. Located midway between the state capitals of Denver, CO, and Cheyenne, WY, Windsor was originally an agricultural (sugar beets) and railroad town, on the old stagecoach route between Greeley and Fort Collins, CO. In the last 25 years, Windsor has tripled in size, establishing itself as one of Colorado's most desirable communities.

Windsor (pop. 27,000, 25.4 square miles) is a thriving, safe, close-knit community that offers a quiet lifestyle, excellent schools, quality healthcare, and a variety of housing options. Its unique downtown, shops, and businesses offer convenient services. Main Park will host the 97th Annual Windsor Harvest Festival in September, and Boardwalk Park, a community jewel by Windsor Lake, will host a summer concert series, farmers market, and Fourth of July celebration.

Located in Weld (2/3) and Larimer (1/3) Counties, Windsor is about 12 miles away from three different cities (Fort Collins, Greeley, and Loveland), which gives residents the benefits of small-town living, as well as easy access to nearby amenities, including Colorado State University, the University of Northern Colorado, and many others. Denver's world-class urban culture, major sports venues, and Denver International Airport are an hour south on Interstate 25.

Enhancing Windsor's appeal is the abundance of recreational opportunities found at its 26 parks, 53 miles of trails, 400 acres of open space, and Community Recreation Center (80,000 sq. ft.). Beautiful Windsor Lake is a two-mile wide lake where you can boat, paddle board, fish, and swim. The lake has a dog beach and a 2.25-mile walking path around its perimeter. Windsor is also home to some of the best golf courses in the region.

In addition, Windsor may soon be the home of the Rocky Mountain Sports Park (the largest youth baseball park in the world), a destination baseball and softball complex in its late planning stages. The new facility, tentatively scheduled to open in 2019, will feature a 4,500-seat stadium, 68 fields for all amateur levels of play, indoor training facilities, concession stands, and housing accommodations for guests.

With all that the town offers, it is no wonder Windsor was named by *Family Circle Magazine* as one of the "10 Best Towns for Families," as well as by *Money* magazine as one of the best places to retire. Quite simply, Windsor is Colorado living at its best!



For more information about the Town of Windsor, please visit <https://windsorgov.com>.

THE ORGANIZATION

Incorporated in 1890, the Town of Windsor adopted its Home Rule Charter in 2003. The Mayor, elected at large, and six Board Members, elected on a nonpartisan basis, one from each of six voting districts, comprise the Town Board. The Mayor and Board Members all serve four-year terms, limited to two terms each. Board Members choose the Mayor Pro Tem from among their number for a two-year term. The Charter calls for a Board-Manager form of government.

Windsor's long-standing commitment to fiscal restraint has produced an enviable financial position: a reserve equal to its FY 2018 Budget of \$63.8 million (includes \$23.1 million capital), and long-term financial obligations totaling \$31.5 million at year-end 2017. Windsor is proud to say it weathered the Great Recession with no layoffs or furloughs. The Town Board, stakeholders, and Citizens consider the Town's 198.75 FTEs (145.25 FT, 25.76 PT, and 27.74 seasonal) to be a major asset, and value their dedicated service to the community.

The Town's major operations include police; public works and engineering; development services, including planning, zoning, building inspections, and code enforcement; parks, recreation, trails, and open space; cultural programs; economic development; public records; and administrative services, including management, legal, finance, human resources, communications, and information technology. The Windsor Severance Fire Protection District provides fire protection services. Xcel Energy (electricity, natural gas), Poudre Valley Rural Electric Association (electricity), and Atmos Energy (gas) provide utilities. The Town purchases water from neighboring water districts and manages its own wastewater and stormwater.

The Town Board partners every two years with Town Staff to review and update its strategic direction. The four areas identified in the 2016-2018 Strategic Plan are:

- Thoughtful Framework and Supportive Infrastructure
- Prosperous Local Economy
- Diverse, Desirable Recreation and Cultural Opportunities
- Safe, Well Planned community with Spirit and Pride

The 2016 Windsor Comprehensive Plan serves as the Town's official guide for land use and development.

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MISSION

THE TOWN OF WINDSOR PROMOTES COMMUNITY AND HOMETOWN PRIDE THROUGH SUSTAINABLE, EXCELLENT AND EQUITABLE DELIVERY OF SERVICES IN A FISCALLY RESPONSIBLE MANNER.



THE TOWN MANAGER POSITION

Appointed by the Town Board, the Town Manager is the chief administrative officer of the Town. The powers and duties of the position include enforcement of ordinances, resolutions, franchises, and contracts; preparation, proposal, and administration of the annual budget; management and supervision of all departments, including recommendations concerning their establishment, consolidation, or abolition; and informing the public on, and involving the public in, Town functions, plans, and activities.

The biggest issue facing the next Town Manager is commercial and residential development and growth, and their impacts on government services, infrastructure, affordable housing, and especially traffic. The State Demographer has forecast a population increase to 40,000 in the near term. Developing a long-term policy on water rights and transportation (multimodal, local, regional, national) is essential to Windsor's immediate and long-term future.

Major projects include the Northern Integrated Supply Plan (NISP) to address long-term water needs, a regional water treatment facility, a regional transportation district, and development of the Rocky Mountain Sports Park, the Old Windsor Mill, Downtown Development Authority Backlots, Raindance, and other development projects.

The next Town Manager will inherit a strong staff, and will also be expected to take a fresh look at all aspects of the organization, its structure, staffing levels, compensation, and all processes, with an eye toward sophistication and exemplary customer service.

A four-year degree in a relevant field of study, preferably public administration, political science or business administration, and seven to ten years of progressively responsible experience in local government, including five as a municipal manager, assistant, or major department head are required. Strong preference for experience as a municipal manager. Masters degree in related field desirable. Residency within the Town of Windsor is required within a time established by the Town Board.

THE IDEAL CANDIDATE

The Ideal Candidate is an intelligent, dynamic, experienced leader, with a strong work ethic, integrity, and a commitment to ethics and transparency. Windsor's next Town Manager must be decisive and strong, with the ability to stand her or his ground and say "no;" unafraid of hard decisions, risk-taking, and failure; and humble, able to admit mistakes and to seek advice.

The successful candidate must convince the Town Board that she or he is a confident, transformative, visionary leader, someone who sees today the community Windsor will soon become, and that he or she has the experience, ability, and commitment to lead Windsor to that vision. Ideally, the next Town Manager will already have led at least one community through the rapid growth Windsor is experiencing.

The next Town Manager must be fiscally conservative, with a good business sense, an entrepreneurial mindset, experience in economic development, and considerable experience in budget development and management. The ideal candidate has expert-level inward- and outward-facing communications skills, and understands that strategy and values mean little without measurable outcomes.

The successful candidate must be an expert collaborator, able to maintain the Town's strong relationships with neighboring municipalities, and a great many regional partners and stakeholders including the Windsor Downtown Development Authority, Clearview Library

District, three school districts, the business community, and many others.

The ideal candidate has demonstrated, strong leadership and management skills. She or he is positive, approachable, and team-oriented, with the ability to empower, develop, and inspire every other town employee, especially the senior leadership team. The next Town Manager is supportive, inclusive, and collaborative. The ability to delegate to skilled team members is essential, holding them accountable without micromanaging.

Although multiple council seats are up for election this April, the probable impact on the majority of the Town Board is negligible.

THE COMPENSATION

The annual salary range for this position is \$135,000 to \$165,000, plus relocation assistance. Appointment will be made depending upon the qualifications of the selected candidate. In addition, the following benefits are provided: medical, dental, vision, life, long- and short-term disability, and supplemental insurances, flexible spending accounts for medical and dependent care; and an Employee Assistance Program. Retirement benefits customary to the position through ICMA-RC are offered, 401(a) mandatory, 457(b) optional. This position enjoys paid vacation and sick leave, two personal days, and 11 paid holidays. Additionally, the Town Manager will be eligible for professional association dues, fees for registration, and travel related to professional development.



SEARCH SCHEDULE

- Filing Deadline February 20, 2018
- Preliminary Interviews February 23 – March 1, 2018
- Recommendation of Candidates March 5, 2018
- Finalist Interview Process March 19-20, 2018

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Please do not hesitate to contact Andrew Gorgey directly at (970) 987-1238, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com