



JANUARY 10, 2022

COMMUNITY DEVELOPMENT DIRECTOR

Town of Hayden, Colorado

THE COMMUNITY

Founded in 1906 and located 25 miles from the City of Steamboat Springs, CO and 16 miles from the City of Craig, CO, Hayden is a growing community that is quickly setting the pace for sustainable growth in a rural setting. Our purpose is simple: "Hayden exists to be a place to thrive". The community prides itself on its values, people, and community. With an estimated population of 2,200 and growing, Hayden is quickly becoming one of the best rural areas to live in Colorado. We are home to the Yampa Valley Regional Airport, 1 gig symmetrical broadband, great parks, increasing businesses, brand new schools, and a community center that will soon be one of the main focal points for health and events in the Yampa Valley.

Since 2017, Hayden has seen 5% population growth year-over-year with a population of approximately 1700 in 2016. With the regional airport located within the Hayden town limits, Hayden is a full-service municipality with the exception of fire which is serviced by West Routt Fire Protection District. Residents enjoy a full four seasons with outdoor access to some of Colorado's best outdoor opportunities including Steamboat Ski Resort, premier hunting and fishing, hiking, and many public land opportunities. You can be on public land within 10 minutes in any direction making Hayden very attractive for outdoor enthusiasts. Unlike some rural areas in Colorado, Hayden has the benefit of being centrally located between two bigger cities giving people access to city amenities while still living in a rural setting; we truly have the best of all worlds.

With a school district that recently completed a brand-new school; the Hayden Center that is quickly becoming a regional hub for the arts, fitness, and regional events; and a recently adopted Master Plan that is guiding the future growth of Hayden, the outlook is exciting and the new Community Development Director will be a leader in helping to continue Hayden's prosperity so we can become a resilient and sustainable community for our residents. We are looking for a Community Development Director that will help lead the community's growth, sustainability and economic vitality, now and in the future.



THE ORGANIZATION

The Town of Hayden is a Home Rule Municipality with a 7 member Town Council (which includes the Mayor). The Community Development Director reports to the Town Manager who is the Chief Executive Officer of the Town. The Town's current budget between operations and capital is approximately \$11,800,000 with the potential of a \$25,000,000 if we are successful with an economic development grant currently being pursued.

The Town recently adopted the Hayden Forward Master Plan (see link at <https://www.haydencolorado.com/planning-and-zoning>) and a new marketing plan. We will adopt a revised development code within the next 30 days, and we have adopted several growth plans to control and manage the growth of the Town so we don't lose our

historical roots and continue to thrive economically; our purpose is balance between the future will never losing site of the past.

Our biggest challenges are coal industry transition, housing, and infrastructure costs. To address these, the Town has adopted a water and sewer CIP (2017), undertaken a water and sewer rate study, created a municipal housing authority, and we are starting a housing needs assessment. With housing being one of the key growth opportunities, the Council wants to ensure that the Town takes advantage of all the opportunities available while protecting the culture and values of the community. Everyone should be able to find a good home and a good job in Hayden; kids should receive an excellent education; and above all else we will strive to be a place to thrive.

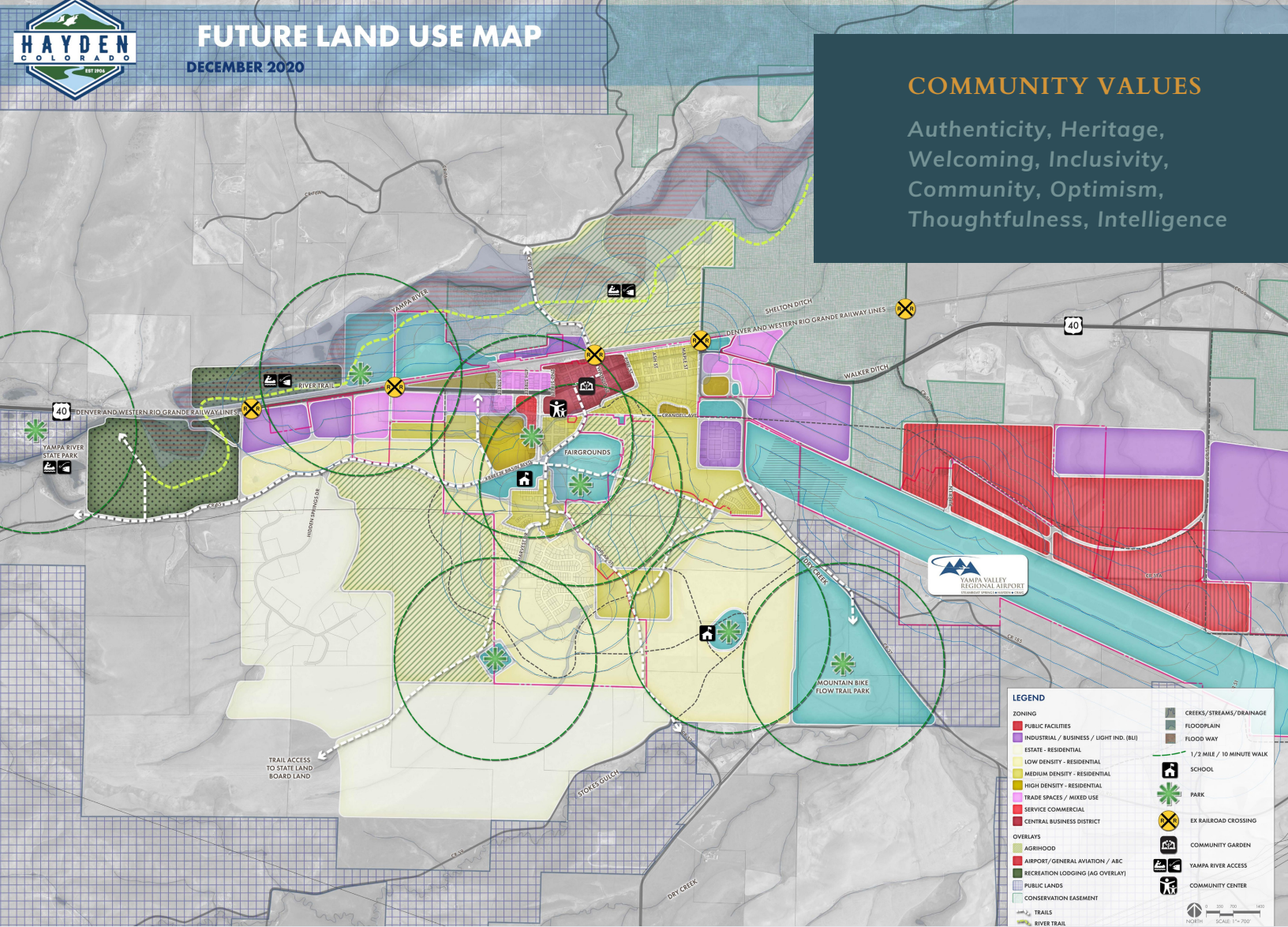
The above are just some of the exciting opportunities Hayden has to offer the next Community Development Director. The current director is retiring March 31st and has set up a great benchmark for the future. The Town will be hiring a consultant firm to fill the gap between the next director as we want to ensure we hire the right fit for the Town. The next five years will determine to success of the next ten to fifteen years, and this position will be a key figure in helping Hayden maintain its community while planning for the future.

Vision

Anyone looking for a more authentic life can find connection, acceptance, and prosperity.

COMMUNITY VALUES

Authenticity, Heritage,
Welcoming, Inclusivity,
Community, Optimism,
Thoughtfulness, Intelligence



THE IDEAL CANDIDATE

The Community Development Director should have the disciplines customary to modern community development while being able to think like an entrepreneur. The ideal candidate will have experience in, but not limited to, general public planning and development, building review, economic development, housing, general understanding of engineering design (especially civil engineering), capital asset management, and infrastructure planning and how each impacts development. They should be progressive in terms of being nimble, yet ensuring that we are following the Town of Hayden standards and Master Plan, and never compromising on those basics. They must have a good working knowledge of applicable Colorado laws that may apply and be able to apply these standards as well as Hayden's own municipal laws and standards quickly.

The ideal candidate is a strong and decisive leader, a bold advocate, and a visionary capable of applying the Town of Hayden Master Plan, Development Code, and economic plans with intelligence, artistry, and common sense. The next director will be solution-oriented, entrepreneurially driven, with impeccable integrity and the highest ethical standards.

The ideal candidate must be able to hit the ground running. While the Town will have a full-service planning firm and hourly staff available for assistance, the director must be able to manage multiple projects at the same time as well as balance the needs of the community and organization. Work load will often exceed a normal 40 hour per week with multiple day time and evening meetings. The organization provides a lot of flexibility for work-life balance and puts all its emphasis on completing the job and not in-person office time. At the same time, the director should expect a lot of office time as they are meeting with developers and members of the community. The Town puts a strong emphasis on "investment in its people" and the benefits package below is a reflection of that dedication.



Our Mission:
Empowering each neighbor with sustainable investments, sufficient outdoor recreational resources, an inclusive & welcoming culture, and diverse means & opportunities to prosper.

SKILL SETS DESIRED

The successful candidate is politically astute without being political, someone who can apply the Master Plan and Development Code with common sense to find "the best right answer" without being bureaucratic or heavy handed. Yet, as mentioned above, they should know the difference between helping to get things done and risking quality and integrity of the community's growth or compromising on the basic standards Hayden has adopted. They must have a broad understanding of financing and grant writing to help the Town achieve its goals in the most cost-effective way possible. The Town is very active in grant writing, and the director will be a central figure in helping achieve this success. In the last five years, the Town has brought in over \$20 million in grant funding.

The next director has expert outward-facing and inward-facing communication skills and is able to communicate to a broad audience including briefings to the Town Council, Town Manager, developers, Routt County Economic Development Corporation, resident businesses, and other groups alike. They must be very "thick-skinned" and be able to embrace any challenge that the Town may face including very controversial projects.

The successful candidate has a command presence, courage, and true passion for community development.

BENEFITS AND COMPENSATION PACKAGE

Salary: Range is \$75,000 to \$100,000 depending on qualifications.

Vacation and Sick-Time: Accrual at standard rates.

Health, Dental, and Vision Insurances: The Town provides 100% coverage for the employee and their respective family for all insurances listed (valued at approximately \$27,000 per year).

Retirement: The Town has a 457 ICMA-RC plan and will match up to 7% of employee contributions as well as Roth IRA options.

Training: Full training budget per year approved per Town budget.

Family Leave: The Town has a 10-week family leave plan for family expansion which is exclusive of PTO or sick time so families can take the time needed and celebrate this wonderful and exciting time while saving PTO for time off of work.



TIMELINE OF PROCESS

Timeline of Opening: Position open from January 10th, 2022 - February 4th, 2022.

Materials Due: If interested in the position please submit a cover letter and resume via email to Andrea Salazar, Town Finance Manager, andrea.salazar@haydencolorado.org and Mathew Mendisco, Town Manager, mathew.mendisco@haydencolorado.org . Materials must be submitted by February 4, 2022; late submittals will not be accepted and it's up to candidate to provide proof of submittal by the deadline.

Process for Hiring: Review will begin week of February 7, 2022 and an initial list of applicants will be narrowed down depending on the amount of interest. A written list of questions will be emailed to the second round of candidates for response and subsequent evaluation. Interviews with final candidates have been scheduled tentatively for the week of Feb 28th - March 4th, 2022 at the Town of Hayden. Travel expenses may be considered depending on circumstances and online interviews are available.

Start Date Anticipated: It is anticipated that the new director will be able to start the position between April 1, 2022 and May 31, 2022, but can start sooner if desired.

Housing Considerations: While the Town does not have employee housing or provide housing stipends, we may be able to help successful candidate secure initial housing within Hayden area or the Yampa Valley. This is depending on circumstances that can be negotiated upon a final accepted employment offer from the Town.

Job Description: Full job description can found at <https://www.haydencolorado.com/employment-opportunities>

Questions: Questions should be directed to Mathew Mendisco, Town Manager at the email above or by calling at 970-276-3741.

EEO: We believe diversity makes us stronger. The Town of Hayden provides equal employment opportunities to all employees and applicants without regard to sex, gender identity, sexual orientation, genetics, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.