



APRIL 4, 2024

TOWN CLERK



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 2,050 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 K-12 school campus, and a community center that is quickly becoming one of the main focal points for the Yampa Valley.

Since 2017, Hayden has seen population growth year-over-year with a population of approximately 1700 in 2016 and 2,050 today. While that does not seem like a lot compared to the Denver area, it is a 18% overall growth in 7 years which for Hayden is substantial. 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 other outdoor 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 both worlds.

With a school district that recently completed a brand-new school; the Hayden Center that is quickly becoming a regional hub for the health and wellness, arts and culture, and regional events; and a quickly growing outdoor industry, the community outlook is exciting. The new Town Clerk has the opportunity to join a dynamic team of directors. We are looking for a Town Clerk that will help lead following the retirement of current Town Clerk who has been with the Town for over 10 years.



THE ORGANIZATION

The Town of Hayden is looking for a new Town Clerk to lead its Town Hall staff and fill the duties of the Town Clerk. The admin department is comprised of 2 FTE's which includes the Town Clerk. The clerk also serves in many functions including designated election official, records custodian, admin utility billing review, and being the front face of Town Hall. The Town Clerk also administrates Town Council packets, minutes, and overall manages the office of Town Hall.

The Town Clerk will be in charge of leading Town Hall's public facing appearance and must be very organized in all aspects of office management. Assets continue to increase and Hayden is growing and with that comes lots of daily questions from the public. Our biggest challenges within the community are coal transition, housing, and managing growth in a responsible way that creates resiliency and sustainability while not sacrificing our small town culture. Hayden is a great place to live, but housing is becoming more expensive. The Town is being proactive and encouraging multiple housing opportunities at the affordable level while also growing all types of housing. The Town Clerk will be key part of the Town's director team.

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 Town Clerk should have the disciplines customary to modern office management while being able to think on their feet and manage constant customer interface. The ideal candidate will have experience in, but not limited to, general public management, office management, some event planning, very good social skills, programming experience, and the ability to work with multiple partners including attending all Town Council meetings and keeping detailed records. While not required election experience as well as liquor license processing experience is highly desirable. They should be very nimble, yet ensure that we are following the Town of Hayden vision and mission statements and adhering to our values.

The ideal candidate is a strong and decisive leader, a bold advocate, and a visionary capable of applying the Town of Hayden mission, vision, and values with intelligence, artistry, and common sense. The next Town Clerk will be solution-oriented person, with impeccable integrity and the highest ethical standards.

The ideal candidate must be able to hit the ground running. 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; however, being a front facing director the Clerk is often working from Town Hall 8 - 5pm. The Town Clerk should expect a lot of office time as they are meeting with members of the community often and helping daily questions.



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 policies of the Town with common sense to find "the best right answer". Yet, as mentioned above, they should know the difference between helping to get things done and risking quality and integrity of the community's standards.

The next Town Clerk 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 (who is the Clerk's supervisor), residents, businesses, and other groups alike. They must be very "thick-skinned" and be able to embrace any challenge that the Town may face.

They must be very technically savvy and able to use almost all forms of technology.

For the requirements of the job please see the job description on the Town's website at the reference link below.

BENEFITS AND COMPENSATION PACKAGE

The Town puts a strong emphasis on "investment in its people" and the benefits package below is a reflection of that dedication.

Salary: Range is \$74,551 - \$95,149 depending on qualifications.

Vacation and Sick-Time: Accrue 4 weeks vacation and 12 days sick time annually.

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 for a family, \$7,200 per individual).

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 12-week family medical leave plan which is exclusive of PTO or sick time so families can take the time needed during either family expansion or needed medical leave to take care of family.

Hayden Center Membership: A full paid membership at the Hayden Center is included for all full-time employees and their families.



TIMELINE OF PROCESS

Materials Due: If interested in the position please submit a cover letter and resume via email to Mathew Mendisco, Town Manager, mathew.mendisco@haydencolorado.org.

Process for Hiring: Position is open until filled. First reviews will begin the week of May 6th, 2024 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 is planned for the week of May 20th. Expectations are that the position will be filled no later than June 15th, 2024. Travel expenses may be considered depending on circumstances and online interviews are available if needed.

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 and we are willing if needed to discuss moving expenses. 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 mathew.mendisco@haydencolorado.org or by calling at 970-276-3741.