



JOB ANNOUNCEMENT

TOWN ADMINISTRATOR

Town of Milliken, Colorado

The Town of Milliken, is a fast growing and vibrant community, located an hour north of Denver and an hour south of Cheyenne, just off Interstate 25, roughly within a small triangle formed by Greeley, Longmont, and Loveland. Milliken presents a pristine quality of life to its residents in a true rural Colorado setting. The Town offers many amenities to residents including beautiful parks, lakes and open space, recreational activities, top-notch public services, and educational convenience with both an elementary and middle school within town limits; vast retail and entertainment opportunities abound nearby. Milliken accords the opportunity to choose a home in a variety of planned communities at a far better value, without sacrificing quality, than in many of the surrounding larger cities.

The Board of Trustees seeks a professional, resourceful Town Administrator with a commitment to building relationships at all levels, open and transparent government, highest quality of services, and enhanced economic and community growth. Milliken is a statutory town and operates under the Board-Administrator form of government. With a population of over 7,000, and growing the total budget is \$12M including all funds. An excellent staff of 32 full-time employees. The Town Administrator is appointed by a 7-member Board of Trustees, including Mayor. Please include your salary requirement with your resume. The town offers an excellent benefit package and will enter into an employment agreement with the successful applicant. EOE. Degree in public or business administration or related field, plus 5-7 years local government management experience, or equivalent combination of education and experience. An active communicator and avid builder of relationships with vision for a sustainable community. Collaborative skills with the Board of Trustees for strategic planning, goals and priorities. Business acumen to manage diversification of the tax base, financial planning, service delivery, and infrastructure and community improvements.

Resumes for the Town Administrator position by email, USPS, or hand delivered to Town Hall must be received by the Town, to the attention of Human Resources, Cheryl Powell, at cpowell@millikenco.gov by 5:00 p.m. on August 30, 2018.

Applicants are welcome to refer questions to Human Resources by email or by phone at: (970) 660-5049 or (970) 587-4331. All applicants are encouraged to visit the Town's website at www.millikenco.gov.

Town of Milliken
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Milliken, CO 80543