

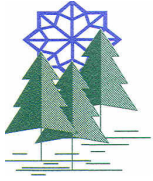
COPPER MOUNTAIN CONSOLIDATED METROPOLITAN DISTRICT

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| Job Title: | DISTRICT MANAGER (DM) |
| Department: | Administration |
| FLSA Status: | FLSA Exempt, Full Time, 40 hours per week |
| Supervisor: | District Board of Directors |
| Salary Range: | \$130,000 – \$200,000 |

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADMINISTRATION

- ❑ **Planning:** Plans, directs, and assists in the development and execution of the District's Service Plan in accordance with District policy and the requirements, directives, regulations, and guidelines of the Board of Directors and applicable local, state, and federal laws. Develops, plans, reviews, and implements District special projects at the direction of the Board of Directors.
- ❑ **Management:** Leadership and oversight of daily operations of the District including finances, water and sanitation operations, television and internet network operation, road and right of way/easement maintenance, park and recreation maintenance and project implementation, and coordination and cooperation with the District's local business and governmental partners.
- ❑ **Legal:** Coordinates all legal matters with the District's outside legal counsel. Drafts and/or reviews and administers various District contracts, agreements, and renewals with numerous service providers and contractors to the District.
- ❑ **Risk Management:** Acts as the District's risk manager and safety coordinator. Reviews and monitors contract service provider equipment training and employee safety programs. Oversees the District's insurance coverage, safety, loss, and liability exposure programs.
- ❑ **Board Meetings:** In conjunction with the District Clerk-Treasurer, plans, coordinates, schedules, and assists the Board President in the conduct of the monthly and special Board Meetings of the District. Drafts, reviews, and oversees Board notices, meeting agendas, Board packet materials, and meeting minutes of all Board meetings.
- ❑ **Other Meetings:** Attends as required, Board Meetings of the Copper Mountain Resort Association, Copper Mountain Property Owners and Lessees Association (POLA), Ten Mile Planning Commission, Board of County Commissioners, Northwest Colorado Council of Governments, and other appropriate meetings representing District interests.
- ❑ **Community Liaison:** Establish and maintain communications, cooperation, and coordination of efforts between the District and the Copper Mountain community, Copper Mountain Resort, Copper Mountain Resort Association, neighboring municipalities and Districts, Summit County, and other local, state, and federal agencies.
- ❑ **District Elections:** Coordinate with Board, District Counsel, and Summit County to oversee the Clerk/Treasurer in organizing and conducting all District routine and special elections. Oversees the Clerk-Treasurer in his or her capacity as the Designated Election Official for the conduct of elections within the District.



COPPER MOUNTAIN CONSOLIDATED METROPOLITAN DISTRICT

OPERATIONS

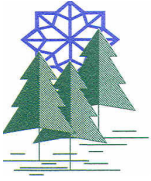
- ❑ **Contract / Agreement Administration:** Develops, solicits, negotiates, and administers service agreements and contracts with District consultants and contractors including engineering, streets and road maintenance, vehicle and equipment maintenance, landscape and irrigation, employee housing units, mechanical service, water and sanitation service, and other private and government agencies as required.
- ❑ **Construction:** In conjunction with department heads, responsible for all phases of District construction projects including development, coordination, oversight, and finances.
- ❑ **Building Maintenance:** Coordinate and manage building maintenance contracts and contractors providing maintenance and repair services to District facilities.
- ❑ **Water Rights Administration and Management:** Responsible for all matters related to or affecting absolute and conditional water rights held by the District, including participating in all local agency programs.

PERSONNEL

- ❑ **Employee Management:** Assigns and directs the work of other employees and department heads (Public Works, Television Relay and Clerk-Treasurer); organizes, reorganizes, and arranges the administrative and supervisory staff, including operational and business affairs.
- ❑ **Human Resources:** Responsible for upkeep and revisions to the personnel manual, job descriptions, wage schedules, employee benefit packages, and personnel files.
- ❑ **Oversight:** Coordination and oversight of personnel and payroll matters handled by Clerk-Treasurer, HR consultant, and contracted payroll processing service. Review and conduct employee performance evaluations.

FINANCE

- ❑ **Annual Budget:** Responsible for the development and execution of the District's annual budget. Obtain Board approval of an annual budget certification of the Districts annual mill levy and subsequent recording with Summit County and the state of Colorado. Assists in preparing long range financial models, conducts monthly budget reviews, supplemental budget requests, budget comparisons, and forecasts. Adjusts business plans as required.
- ❑ **Finance:** Work with District Board, District accountant, legal counsel, and investment bankers and brokers to arrange financing within the District. Monitor, along with District accountant, the long and short-term investments of the District funds, and the operation of various District bank accounts.
- ❑ **Accounting:** Manages the District outside accounting and audit firms as well as the Clerk- Treasurer to provide timely custodial and management accounting, financial statements, and audit reports to the District. With District accountant, establish and enforce Board financial policies and procedures.



COPPER MOUNTAIN CONSOLIDATED METROPOLITAN DISTRICT

COMMUNICATIONS

- ❑ **Personal / Direct Communication:** Respond orally and in writing to property owners, merchants, guests, Copper Mountain Resort, Copper Mountain Resort Association, contractors, vendors and any others to address questions and concerns regarding District operations, policies, administration, financial and project matters. Meet with leaders and members of other districts, municipalities, and other government agencies to communicate District positions, concerns and matters of common interest. Attend periodic homeowner association meetings.
- ❑ **Publications:** Write, edit, direct, and coordinate periodic printed and electronic articles, notices, newsletters, fact sheets, website updates and other communications to District constituents to inform them of District, resort, and community matters of common interest.
- ❑ **Surveys:** Participate in periodic surveys of property owners and guests to determine preferences, levels of satisfaction with District and resort services, and service areas which need to be improved.

OTHER DUTIES AND RESPONSIBILITIES

- ❑ **Board Authority:** Ultimate responsibility for operation of the District is vested in the Board of Directors. The Board retains the right to operate consistent with its legal authority, including but not limited to, the right either through itself or the District Manager to interpret and administer the District Service Plan, direct personnel and employment matters, manage District operations, and communicate and negotiate with local business partners, contractors, and other governmental entities.
- ❑ **Board Discretion:** The District Manager is appointed by and serves at the pleasure of the Board of Directors and is expected to perform other duties and responsibilities as the Board may deem appropriate.

QUALIFICATIONS

- ❑ **Education:** A Bachelor's Degree in planning and public policy, engineering, public administration, business administration, or an equivalent combination of training and work experience is required. A Master's Degree in public administration, business administration, or a closely related field of study is preferred.
- ❑ **Experience:** Five years' work experience in a comparable organization as the Manager or Assistant Manager; a comparable management position with at least five years of supervisory experience; or an equivalent combination of training and work experience is required.