

RESOLUTION NO. 007-2025

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
CRESTONE, COLORADO, TO ADOPT AN UPDATED JOB DESCRIPTION
FOR THE TOWN ADMINISTRATOR AND TO FORMALLY APPOINT
ARIELLE BLACKWELL TO THE POSITION**

WHEREAS, the Board of Trustees of the Town of Crestone recognizes the importance of clearly defining the responsibilities and authority of the Town Administrator; and

WHEREAS, the Board has reviewed an updated Town Administrator job description that reflects the current administrative structure, supervisory responsibilities, and collaboration with the Board of Trustees and Finance Committee; and

WHEREAS, Arielle Blackwell has been performing the duties of the Town Administrator and is qualified and capable of serving in this role on a formal basis; and

WHEREAS, it is in the interest of the Town of Crestone to formally adopt the updated job description and confirm the appointment of Arielle Blackwell as Town Administrator;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF CRESTONE, COLORADO, AS FOLLOWS:**

1. The updated Town Administrator Job Description, as presented to the Board at the regular meeting held on May 12, 2025, is hereby adopted as the official job description for the position.
2. Arielle Blackwell is formally appointed as the Town Administrator for the Town of Crestone, effective immediately upon adoption of this resolution.
3. This resolution shall be entered into the official record and shall remain in effect until modified or rescinded by action of the Board of Trustees.

RESOLVED, APPROVED, AND ADOPTED this 12 day of May, 2025, by
the Board of Trustees of the Town of Crestone, Colorado.

X

Benjamin Byer
Mayor

ATTEST:

X

Arielle Blackwell
Town Clerk:



TOWN OF CRESTONE: TOWN ADMINSTRATOR JOB DESCRIPTION

Adopted: 12 May 2025

POSITION TITLE

Town Administrator

REPORTS TO

The Board of Trustees

POSITION SUMMARY

The Town Administrator serves as the chief administrative officer for the Town of Crestone. This position is responsible for the coordination and oversight of day-to-day municipal operations and long-term planning initiatives. The Administrator implements policies adopted by the Board of Trustees, supports interdepartmental operations, provides strategic recommendations, and maintains professional relationships with citizens, community stakeholders, and regional agencies.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Policy Implementation:** Carry out the policies, goals, and directives of the Board of Trustees. Maintain thorough records and follow up on board decisions and requests.
- **Budget Coordination:** Collaboratively develop the annual Town budget with the Finance Committee and Board of Trustees. Provide regular financial updates and assist in administering the budget after formal adoption.
- **Operational Oversight:** Supervise and coordinate day-to-day activities of Town departments and contractors. Ensure continuity of services, efficient processes, and compliance with adopted policies and procedures.
- **Planning and Development:** Advise on and coordinate the development and execution of long-range plans, capital improvements, and special projects to support the Town's growth and well-being.
- **Community Engagement:** Represent the Town in dealings with residents, media, businesses, and outside organizations. Respond to citizen concerns and ensure a high level of customer service.
- **Intergovernmental Relations:** Serve as liaison to other municipalities, regional governments, utility companies, and agencies. Facilitate partnerships and cooperative agreements when in the best interest of the Town.
- **Advisory Role in Personnel Management:** Participate in the recruitment, evaluation, and development of Town staff in an advisory capacity, consistent with Town Personnel Policies and under Board oversight.

- **Contract and Legal Compliance:** Monitor contracts, franchises, and agreements. Report noncompliance to the Board and recommend action when necessary.
- **Emergency and Risk Management:** Coordinate emergency preparedness and crisis response with appropriate agencies. Serve as a key contact for emergency planning and public safety communication.
- **Board Support:** Attend Board meetings and work sessions, providing background information, reports, and recommendations. Serve as an advisor in policy discussions.

QUALIFICATIONS & SKILLS

- Bachelor's degree in Public Administration, Political Science, Business Administration, or related field (Master's preferred).
- Experience in municipal government, administration, or related field strongly preferred.
- Knowledge of Colorado statutory requirements for statutory towns strongly preferred.
- Demonstrated skills in communication, budgeting, conflict resolution, and intergovernmental relations.
- High level of integrity, discretion, and professionalism.
- Ability to work cooperatively and transparently with elected officials, Town staff, and the public.

WORK CONDITIONS

- Full-time position, subject to evening or weekend meetings and events.
- Must maintain regular and reliable attendance.
- Must be able to manage confidential and sensitive matters appropriately.