



FOREST LAKES
METROPOLITAN DISTRICT

District Manager

This is a unique opportunity for a proven leader with strong project management and supervisory skills to make a significant and long-term impact on the infrastructure and residents of this engaged community.



■ About Forest Lakes and the Pine River Valley

The Forest Lakes Community is located in La Plata County, Colorado and sits between the Town of Bayfield and the San Juan Mountains in the Pine River Valley. With the climate, elevation, and abundance of water, early settlers to the Pine River Valley found that the area was ideal for prosperous settlements and the growing of crops. Named Rio de Los Pinos by 18th-century Spanish explorers, the Pine River Valley boasts some of the richest land in southwestern Colorado. As pioneers and settlers became aware of these natural resources, towns sprouted up throughout the valley proper. One of these communities was historic Bayfield, a welcoming community that provides a small town experience in the Heart of the Pine River Valley. The Forest Lakes Community is located about 8 miles north of Bayfield and is the largest subdivision in Southwestern Colorado. It encompasses approximately 1,865 acres and consists of 1,600 parcels with approximately 826 structures and 2,000 residents.

Surrounded on three sides by the Weminuche Wilderness, San Juan National Forest, and Bureau of Land Management lands, the Forest Lakes subdivision boasts quiet and diverse neighborhoods with a great school district and the one of the top-rated fire departments in the country. Recreational opportunities abound including hiking, backpacking, camping, snow shoeing, cross country skiing, and hunting opportunities throughout the year. Vallecito Lake, just two miles to the north, and Navajo Lake, approximately 18 miles to the southeast, offer recreational, boating, and fishing opportunities.

Two ski resorts are within a 90-minute drive from Forest Lakes. The Wolf Creek ski area is one and a half hours to the east and Purgatory Resort is about one hour to the north of Durango on Highway 550. The San Juan National Forest also provides ample opportunity for cross country skiing within a few minutes from Bayfield. Mountain biking, river rafting, rock climbing, and many other activities make this area extremely popular with outdoors lovers.



The mission of the FLMD is to provide safe and efficient operation and maintenance of District roads, vehicles, and buildings as well as cost effective and safe operation of District infrastructure. This includes water and wastewater services, centralized trash disposal, and recreational services for residents in Forest Lakes.

Our Motto

To make a positive difference and to propel the FLMD to a better place than how we found it.

■ The Forest Lakes Metropolitan District

The Forest Lakes Metropolitan District (FLMD) was incorporated on July 18, 1973. FLMD is a Limited-Service Colorado Governmental Special District with taxing authority responsible for providing water, limited sewer, roads, and recreational services for residents in the Forest Lakes community. Forest Lakes is the largest subdivision in southwestern Colorado.

FLMD is governed by a five (5) member elected board of directors. The Forest Lakes Metropolitan District utilizes the Board-Manager form of local government wherein the elected governing District Board is responsible for the legislative functions of the District, such as establishing policy, passing resolutions, voting appropriations, and developing an overall vision for the District. The District Manager oversees the administrative operations, implements Board policies, maintains operational continuity through changes in the Board, installation and enforcement of administrative procedures, reviews property owner concerns and comments, and takes appropriate actions based on Board policies and is chief adviser to the Board.



■ The District Manager

The District Manager holds responsibility for all Forest Lakes Metropolitan District services and activities, including engineering and maintenance operations. This includes managing the development and implementation of the FLMD Strategic Plan; establishing, within District policy, appropriate service and staffing levels; and overseeing and providing leadership to the FLMD personnel that manage all functions of the District while providing oversight for the day-to-day maintenance of the subdivisions infrastructure. These include sanitary sewer distribution and facility operation, water supply and distribution, sanitation, road maintenance, and recreational services for the District.

In addition, the District Manager oversees administrative operations, implements Board policies, and maintains operational continuity through changes in the Board. The position reviews property owner concerns and takes appropriate actions based on Board policies; ensures that financial objectives are achieved by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions; and serves as the chief adviser to the Board. The District Manager is responsible for a budget ranging from \$2.5 to \$5 million dollars and a staff of ten with direct supervision of an Office Manager and the Operations and Maintenance Supervisor.



OUR VISION

The FLMD District will be recognized by residents and District employees as providing high quality road, building maintenance as well as water and wastewater services, centralized trash disposal and recreational services for Forest Lakes residents. We will be known for responsiveness, reliability, good stewardship of resident funds and compassionate attention given to the needs of every resident and employee.

■ The Ideal Candidate

The ideal candidate will be a proven leader with strong project management skills and a commitment to open and transparent communication. Candidates with a strategic perspective, superior supervisory skills, and experience managing infrastructure including water, sewer, fleet, and facilities maintenance will be most successful. Candidates should be politically adept, flexible leaders, and possess effective interpersonal abilities to collaborate and problem solve with a diverse staff, vendors, board members, and residents.

Additional characteristics being sought include:

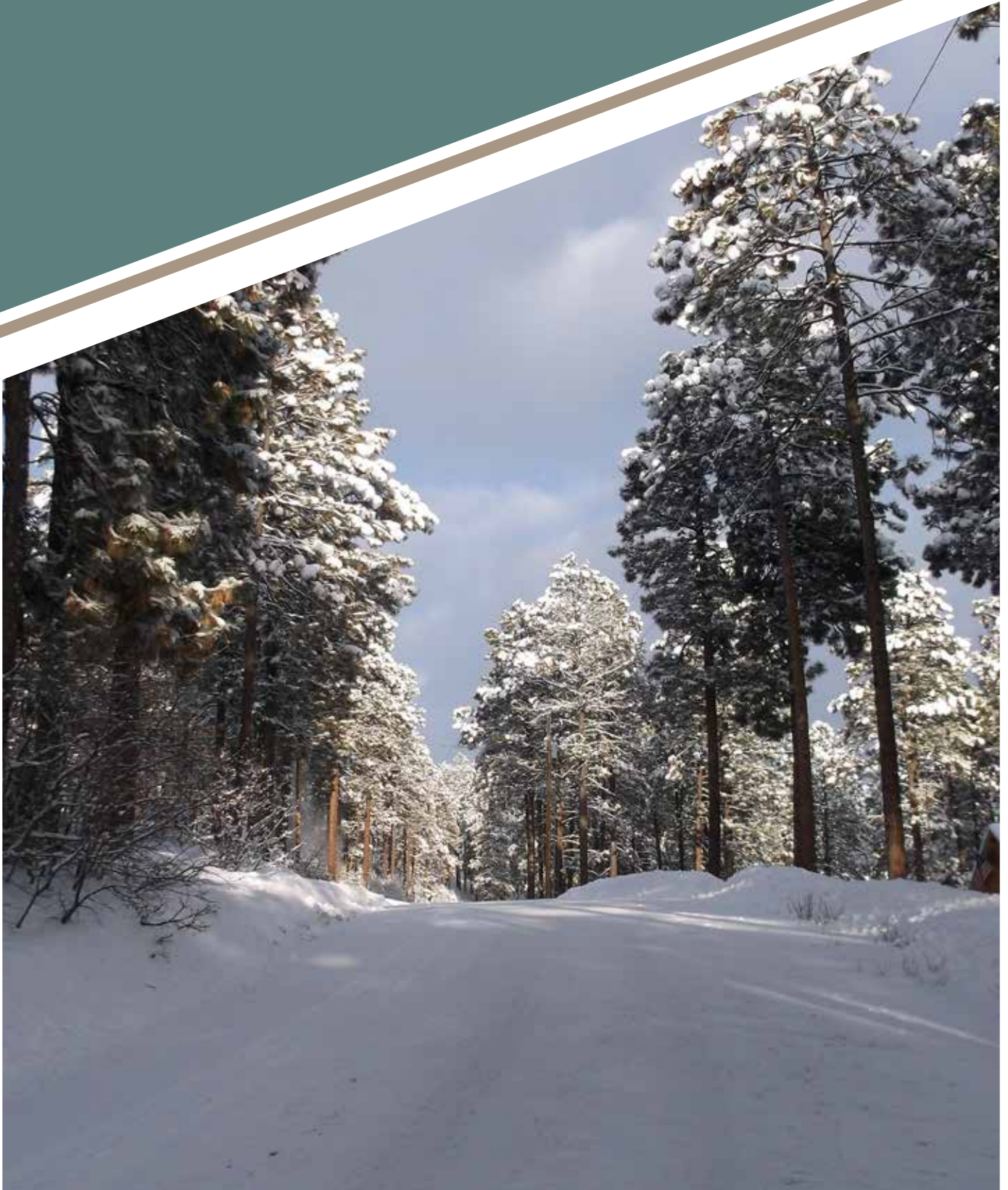
- » Demonstrated experience preparing and administering departmental budgets including analyzing fiscal data to identify and project resource needs and obtain required resources;
- » Demonstrated personnel management skills including the ability to lead, motivate, train, direct, and evaluate diverse staff members including both administrative and trades personnel;
- » Demonstrated ability to establish, develop, and sustain key working relationships and work collaboratively and effectively with the Board and the workforce, as well as through collaborative relationships within the community;
- » Demonstrated experience planning, organizing, managing, and leading operations for facilities, operations and maintenance, fleet maintenance, and/or water and sewer operations;
- » Demonstrated ability to coordinate with Federal and State Regulatory compliance agencies;
- » Demonstrated experience effectively managing in a challenging and multi-faceted environment.
- » Strong organizational abilities including the ability to review and evaluate the organizational structure while identifying potential gaps in services or needs
- » Knowledge of Colorado rules, laws, and practices.
- » The ideal candidate will demonstrate commitment to Colorado and the Forest Lakes community.

■ Education And Experience

Graduation (or equivalent) from an accredited college or university with a bachelor's degree with major coursework in engineering, public administration, business, or a related field AND at least 5 (five) years of increasingly responsible professional experience managing, supervising, and providing leadership in public organizations, utility operations and maintenance, or a related field.

Graduation from an accredited college or university with a master's degree in engineering, business administration, management, or public administration, is preferred.

The Forest Lakes Metropolitan District is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



■ Compensation and Benefits

The Forest Lakes Metropolitan District offers a salary range of **\$110,000-\$145,000**. Salary will be dependent on the qualifications and experience of the successful candidate. The District also offers an excellent benefits package with medical, dental, and vision, PERA 401k retirement plan, and a company truck with fuel paid for.

■ Application and Selection Procedure

This recruitment is open until filled. To be considered for this unique career opportunity, submit your résumé, cover letter, and a list of six work-related references (who will not be contacted without prior notice). Résumé should reflect years and months of employment, beginning/ending dates, as well as the size of staff and budgets you have managed. Please submit your materials to: <https://www.cpshr.us/recruitment/2207>

For additional information about this position please contact:



Gloria M. Timmons
CPS HR Consulting
(916) 471-3461
gtimmons@cpshr.us
Website: www.cpshr.us/search

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process.