



# Town of Julesburg

100 West 2nd Street

Julesburg, CO 80737-1506

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## TOWN MANAGER

The Town of Julesburg (population 1,200) is located in the northeastern corner of Colorado and is known as the 'Gateway to Colorado.' Julesburg is a statutory town and operates under a Mayor / Board – Town Manager form of government. The Board consists of six Board Members elected at-large to four-year overlapping terms, and a Mayor to a four-year term. Municipal Elections are held in April of even numbered years. The Town Board appoints a Town Manager, who is responsible for preparing an annual budget and overseeing the basic operation and assets of the Town. The town employs 10 full time employees. A Bachelor's Degree in Public Administration is preferred, but not required, along with managerial experience. The Town of Julesburg desires the following professional and personal skills for the town's next manager: self-motivated, ambitious individual, good communication skills, knowledge of grant writing and administration of grants, basic computer skills, and an understanding of the dynamics of smaller rural communities. Salary negotiable, DOE, DOQ along with excellent health benefits and 401/457 retirement plan. Position will remain open until filled. Email your resume and cover letter to [jsbgclerk@gmail.com](mailto:jsbgclerk@gmail.com), or mail to 100 West 2<sup>nd</sup> Street, Julesburg CO 80737. For more information, contact Carrie Hartwell, Town Clerk, at (970) 474-3344 or visit the town's website ([www.townofjulesburg.com](http://www.townofjulesburg.com)) to see the detailed job duties listing. EQUAL OPPORTUNITY EMPLOYER.