



TOWN OF ERIE

Town Manager





The Position

The Town of Erie is seeking a strategic, trusted, and highly communicative leader to serve as its next Town Manager. This is a unique opportunity to lead a growing community as it builds upon its strong organizational culture, implements its recently adopted Home Rule Charter, and guides thoughtful growth while preserving the qualities that make Erie such a desirable place to live, work, and visit. Appointed by and serving at the pleasure of the Town Council, the Town Manager is the Town's chief administrative officer and is responsible for providing strategic leadership, overseeing the effective administration of municipal operations, and implementing the policies and priorities established by the Town Council. The Town Manager serves as the Council's principal advisor, ensuring transparent communication, sound organizational management, and the efficient delivery of high-quality public services.

The Town Manager provides executive oversight for the Town's operations, departments, and personnel, fostering a collaborative, high-performing organization that delivers exceptional service to the community. The position is responsible for organizational leadership, workforce management, budget development and administration, financial planning, risk management, and operational accountability while ensuring compliance with applicable laws, ordinances, and Town policies. The Town Manager regularly reports to the Town Council on organizational performance, financial conditions, strategic initiatives, and community priorities.

The Town Manager appoints and supervises key members of the executive leadership team and establishes an effective organizational structure that supports the Town's strategic goals. This position also develops succession plans for executive leadership, coordinates implementation of Council direction across the organization, and performs additional duties as assigned by the Town Council and prescribed by Town ordinance.

Priorities

The new Town Manager will guide Erie through a period of significant opportunity and change, building upon the Town's strong organizational culture while partnering with the Town Council, employees, residents, and regional stakeholders to advance the following strategic priorities over the next several years:

- **Manage Growth with Vision, Balance, and Sustainability:** Lead thoughtful, well-planned growth that preserves Erie's small-town character while advancing strategic development, improving mobility and infrastructure, and ensuring growth supports the community's long-term quality of life and a balanced, vibrant, and sustainable community for current and future residents.
- **Plan for Erie's Long-Term Future:** Provide strategic leadership on the Town's most significant long-term challenges by advancing sustainable water solutions, strengthening financial resilience, prioritizing capital investments, and ensuring Erie is well-positioned to meet the needs of a growing community.
- **Strengthen Governance and Strategic Leadership:** Build a trusted partnership with the Town Council through transparent communication, sound policy analysis, thoughtful prioritization, and objective recommendations that support informed decision-making, effective governance, and successful implementation of Council goals and priorities.
- **Foster Economic Vitality and Community Character:** Partner with the business community, developers, and regional organizations to expand Erie's commercial tax base, advance transformative redevelopment initiatives, and encourage investment that enhances the Town's economic vitality while preserving the character residents value.
- **Advance Organizational Excellence:** Continue to foster a high-performing, service-oriented organization by strengthening cross-departmental collaboration, improving operational efficiency, modernizing business processes, establishing clear organizational priorities and performance measures, and delivering exceptional customer service.
- **Cultivate an Exceptional Organizational Culture:** Build on Erie's strong workplace culture by empowering employees, investing in leadership development, promoting accountability and collaboration, valuing subject-matter expertise, and nurturing an environment where employees are engaged, supported, and equipped to deliver outstanding public service.
- **Build Regional Partnerships and Community Trust:** Represent Erie as a collaborative regional leader by strengthening relationships with neighboring jurisdictions, state and regional agencies, community partners, businesses, and residents while promoting open communication, transparency, and meaningful public engagement on complex community issues.



The Successful Candidate

Erie's next Town Manager is a strategic, approachable, and politically astute leader who brings vision, sound judgment, and a steady presence to a dynamic and growing community. They see the big picture while translating long-term priorities into practical action, balancing competing interests with confidence, integrity, and transparency. Thoughtful and decisive, they provide candid advice, navigate complex issues with professionalism, and remain focused on achieving the Town Council's vision for Erie.

An exceptional relationship builder, the successful candidate values people first. They foster trust through authentic communication, active listening, and genuine collaboration with the Town Council, employees, residents, businesses, and regional partners. Comfortable facilitating difficult conversations and building consensus among diverse perspectives, they understand the importance of political awareness while remaining politically neutral. They lead with humility, communicate openly, and create an environment where people feel heard, valued, and respected.

The Town Manager is an empowering organizational leader who truly values work-life balance and intentionally builds upon Erie's excellent workplace culture. They trust and develop talented employees, encourage innovation and cross-departmental collaboration, and create clear expectations that promote accountability and continuous improvement. Recognizing that lasting success is built through people, they invest in leadership development, value subject matter expertise, and thoughtfully guide change while preserving the strengths that make Erie a great place to work and serve.

Grounded in service and committed to the community, the Town Manager is visible, engaged, and genuinely excited about Erie's future. They lead with empathy, optimism, and purpose, inspiring confidence through ethical leadership, consistent follow-through, and a collaborative approach that brings people together to solve challenges and seize opportunities. By building trust, strengthening partnerships, and keeping the community at the center of every decision, the Town Manager will help guide Erie through its next chapter while preserving the character and values that make it a truly special place.

Qualifications

Ten years of progressively responsible experience in municipal government, including at least seven years in executive or senior administrative leadership, is required. Experience serving as a City/Town Manager or as a Deputy/Assistant City/Town Manager in a similarly complex organization is preferred. Demonstrated success building collaborative relationships and working effectively with elected officials is required.

A strong financial background, including experience in budgeting, capital planning, organizational leadership, and long-term fiscal stewardship, is required. Experience leading a complex municipality, with responsibility for strategic growth, community planning, economic development, and redevelopment initiatives, is highly desirable. Experience leading organizations through complex water resource, infrastructure, and capital planning challenges, including familiarity with western water issues, long-term water supply planning, transportation systems, and sustainable infrastructure investment, is also highly desirable.

A bachelor's degree in public administration, business administration, public policy, finance, or a similar field is required. A master's degree in public administration, public policy, or a closely related field is desired. ICMA Credentialed Manager (ICMA-CM) certification is beneficial. An equivalent combination of experience and education that enables success as the Town Manager will be considered.





Inside The Organization

The Town of Erie operates under a Town Council/Town Manager form of government. The Town Council serves as the legislative body, setting policy direction and approving the budget. The Town Manager is appointed by the Council and serves as the chief operating and administrative officer, responsible for implementing Council policy, managing Town staff, and providing professional leadership across all departments. High-quality services are provided through the following departments: Administration, Communications and Community Engagement, Economic Development, Environmental Services, Finance, Human Resources, Information Technology, Parks and Recreation, Planning and Development, Police, Public Works, and Utilities.

With a 2026 adopted budget of \$393 million across all funds, Erie employs more than 290 full-time hardworking, dedicated, and talented individuals in a wide array of positions that provide service to the community, its residents, and visitors. The Town also employs around 360 part-time employees during peak months. Together, Erie strives to create a positive, productive, and inclusive work environment for all Town employees. Both the Erie Police Department and Parks and Recreation Department have achieved reaccreditation, affirming their adherence to rigorous standards and best practices. The Town has also been recognized as a Denver Post Top Workplace in both 2024 and 2026 for its service-oriented culture and commitment to the community it calls home. This designation is earned by surveying staff about a variety of crucial organizational measures. Erie has built a culture in which belonging is a lived commitment, not just a stated goal.

In 2023, Erie voters approved a new Home Rule Charter, reflecting the community's confidence in its local government structure and a shared commitment to responsive, principled governance. That same year, the Town undertook a bottom-up refresh of its organizational mission, vision, and values, inviting all staff to participate in storytelling exercises that surfaced what employees value most in their workplace and community. The result is TRUE Erie, a values framework that reflects the genuine voice of the organization.

Mission: The Town of Erie is dedicated to delivering exceptional public service with honesty, efficiency, and compassion.

Vision: Erie is building a vibrant and inclusive community where every resident feels connected, valued, and proud to call Erie home.

Values – TRUE Erie:

- **Trust:** We earn trust by upholding and exceeding our civic responsibilities with integrity.
- **Reach:** We provide opportunities for employees to reach their highest potential.
- **Uplift:** We recognize and celebrate the service provided by each employee.
- **Embrace:** We see, hear, and support the humanity in our coworkers and the public we serve.



The Community

Ideally situated between Denver and Boulder along Colorado's celebrated Front Range, Erie offers the best of Colorado living with small-town charm, exceptional quality of life, and easy access to the region's world-class amenities. Located just 35 minutes from downtown Denver, 25 minutes from Boulder, and approximately 45 minutes from Denver International Airport, Erie provides residents with convenient access to major employment centers, higher education, cultural attractions, and endless outdoor recreation while maintaining a welcoming, close-knit community.

Home to more than 40,000 residents, Erie is one of the fastest-growing communities in Colorado and was recently recognized among the fastest-growing cities in the nation. Despite its rapid growth, the Town has remained committed to preserving the qualities that make it unique: a strong sense of community, outstanding public services, scenic beauty, and a family-friendly atmosphere. Residents enjoy more than 300 days of sunshine each year, breathtaking views of the Rocky Mountains, an extensive trail system, championship golf, community parks, and the Erie Community Center, while Colorado's renowned ski resorts, national parks, and outdoor adventures are just a short drive away.

Families are drawn to Erie for its highly regarded schools, safe neighborhoods, and exceptional recreational opportunities. The community is served by St. Vrain Valley and Boulder Valley School Districts, offering excellent educational opportunities from early learning through high school. Erie continues to invest in amenities that enhance residents' quality of life, from vibrant community events and the popular Erie Farmers' Market to an expanding arts and cultural scene centered in historic Old Town.

From its roots as one of Colorado's earliest coal mining communities to its emergence as one of the state's most dynamic municipalities, Erie blends a rich heritage with a bold vision for the future. Signature projects such as the 150-acre Town Center and the I-25 Erie Gateway are transforming the community through new retail, restaurants, hospitality, employment opportunities, civic gathering spaces, and mixed-use development. Supported by a strong economic development strategy, regional partnerships, and a location spanning both Boulder and Weld counties, Erie is thoughtfully balancing growth with community character while creating a vibrant destination to live, work, and do business.



Compensation and Benefits

The full salary range for the Town Manager position is \$216,000 - \$324,000, with an expected hiring range of \$250,000 - \$300,000 and will depend on the qualifications of the successful candidate. The Town of Erie offers a comprehensive and competitive benefits package designed to support employees' health, financial security, work-life balance, and overall well-being, including robust medical coverage, a generous retirement program with employer match, paid parental leave, extensive paid time off, and employer-paid disability and life insurance. Employees also enjoy a variety of lifestyle and professional development benefits, including wellness programs, education reimbursement, Community Center membership, volunteer leave, and opportunities for continued learning and growth. Learn more about our options and employee-based benefits at www.erieco.gov/benefits.



How to Apply

Applications will be accepted electronically by Raftelis at raftelis.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position is open until filled, with the first review of applications beginning **Monday, August 31, 2026**.



Questions

For more information or questions regarding the Town of Erie or the Town Manager position, please contact Heather Gantz at hgantz@raftelis.com.

Trusted advisors transforming communities

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