



We welcome candidates with diverse backgrounds and perspectives to join our team!

The Estes Valley Community **(www.census.gov)**

The Town of Estes Park, Colorado is located in Larimer County, nestled in the mountains at the eastern entrance to Rocky Mountain National Park (RMNP), 70 miles northwest of Denver. The Town's superlative location is one of its primary strengths, with easy access to world-class outdoor recreation, urban amenities, and Denver International Airport (90 minutes). Surrounded by some of the most spectacular scenery in the Rocky Mountains, Estes Park is a well-known tourist destination, with more than 4 million people visiting RMNP annually, staying in Estes Park's 150 lodging establishments, and dining at one of the many restaurants in town. A wide variety of wildlife is found throughout the valley including elk, deer, birds, and bighorn sheep.



The Town has an active and involved population that is drawn to Estes Park's spectacular natural setting, outstanding recreational and cultural opportunities, and more than 300 days of sunshine per year. Adding to the quality of life are Estes Park's low crime rate, excellent medical facilities (Estes Park Health), quality schools ([Park School District R-3](#)), and a wide range of municipal services.

Estes Park is a full-service community, with a population of about 6,300 and approximately 3,900 people in the surrounding unincorporated portion of Larimer County. The combined population forms what is referred to as the Estes Valley. We have a large portion of the population who are actively engaged in local government; we also have a portion of the population with whom we would like to develop stronger ties and strengthen engagement. The Town government is served by more than 400 volunteers, providing invaluable services to the greater Estes Valley.

In Estes Park, there is a strong commitment to maintaining the Town as a great place to live work and play and where continued economic sustainability is an important goal.



The Organization

The Mission of the Town of Estes Park is to provide high-quality, reliable services for the benefit of our residents, guests and employees, while being good stewards of public resources and our natural setting

The Town is a municipal corporation and was incorporated in 1917. As a statutory Town, it operates according to the State Constitution, the laws of the State of Colorado, and the ordinances adopted by the Town Board. The Town is governed by a Board of six Trustees and the Mayor. The Mayor is elected at-large for a four-year term and the Trustees are elected at-large for staggered four-year terms of office. The Town has a Board-Administrator form of government and the Town Administrator serves at the Board's pleasure.

The Town is considered a mountain resort community with more than 4 million visitors per year touring nearby Rocky Mountain National Park. Guests also attend numerous events and conferences, enjoying the many cultural, recreational, and shopping opportunities that abound in the Estes Valley.

The Town relies primarily on sales and use taxes to support its operations. The municipal property tax is extremely low. The General Fund budget for 2021 is approximately \$19 million. The Town has two enterprise funds and a variety of smaller funds that bring the total Town budget to about \$59 million for 2021.

The Town Board has adopted a strategic plan that is updated on an annual basis to guide organizational priorities. The strategic plan is organized around eight Outcome Areas: Outstanding Community Services, Town Financial Health, Transportation, Government Services and Internal Support, Robust Economy, Infrastructure, Exceptional Guest Services, and Public Safety, Health, and Environment. To learn more about the Town of Estes Park, please visit www.estes.org.

The town has approximately 150 full time employees with 20 seasonal employees joining each summer.



Departments:

Community Development
Events and Visitor Services
Finance
Human Resources
Information Technology
Museum
Police
Public Works
Town Administrator Office
Town Clerk Office
Utilities

Each of these departments provide valuable services to visitors and residents of Estes Park.



What we are looking for in a candidate?

- **Hard Worker** – whether your job is an office or in the field, we value putting in a full day's work and effort.
- **Positive Attitude & Resilience** – we get to live and work in the mountains! Some days are colder, hotter, windier, snowier, busier, slower, generally more challenging than others. Can you help us to thrive in the face of pandemics, forest fires, floods, and whatever comes next?
- **Willingness to Learn** – We know you bring a lot of experience! We want to learn from you and have you help us grow, just as we expect you will be willing to learn from us.
- **Professionalism** – we're not perfect and we don't expect you to be. As public servants, we do expect that we all model the behavior we would like to see in others through every interaction and that we treat everyone with respect.
- **Diversity** – Do you speak a language other than English? Do you have training or experience engaging populations that are traditionally more difficult to engage in government? Do you understand and appreciate the importance of making decisions through an equity lens? Then we want you to join our team and bring those perspectives.
- **Unquestionable Ethics, Integrity, and Accountability** – When things go right – we celebrate together. When things don't go as planned, we don't blame others but learn together through those experiences.
- **Knowledge of and dedication to the community of Estes Park** – If you love to hike, bike, run, ski, play outside, read, travel, eat, or just enjoy the scenery and sunshine, so do we. We all choose to be here and we hope you will too.

Why would you want to work for the Town?

Working for the Town of Estes Park you get to work with exceptional people – we are each other's colleagues, neighbors, and friends. We get to perform meaningful work and be responsive to our community needs, even when those needs are changing or challenging. Our leadership team cares about our

employees and frequently engages in discussions about how to make the Town of Estes Park the best employer we can be. If your call is also public service – join us!

We understand we cannot pay you the most money of any employer - we cannot buy your dedication and service. We do offer market-based compensation, so that our salaries are competitive to those in similar roles in other similar organizations.

When our employees have the resources and support, they need outside of work, they are better able to perform their jobs at work; therefore, we offer a comprehensive benefits package which includes medical (eligible spouse), dental, vision, life insurance, sick leave, vacation, floating holidays and volunteer leave. The town's retirement benefit is also quite rich, with high employer contributions to both a retirement plan (Colorado PERA/ICMA) and social security. The Town also offers a home ownership program, aid for dependent care through a flexible spending account, and an Employee Assistance Program. Check out our complete benefits brochure here: [Estes Park Benefits Brochure](#)

What would make my application stand out?

- All positions require a complete application, resume, and cover letter. Please read closely the requirements for the position.
 - Some positions may require proof of additional licenses or certifications.
- Please be sure the application is complete and has all relevant information – the application is the first tool we use when screening candidates. Make it easy for us to see how you meet the job requirements and why you would be a great fit.
- Fancy fonts won't wow us – content and experience will.
- Honesty – Your application materials are a reflection of yourself and an artifact of your integrity. Show us who you are in each detail.
- Evidence of working in diverse communities and tackling issues regarding diversity, equity and inclusion – we may not know the extent of the work you've done and the diversity of the communities you've served unless you help us understand.
- Updated contact information – make sure we can reach you!

What can I expect after my application is submitted?

- You should receive an email notification that your application was received within minutes.

BACKGROUND CHECK INFORMATION:

Employer's Council (our third-party vendor) performs background checks which include: criminal history, driver record, education verification, and reference checks.

We do not begin background investigations unless a contingent offer is made and you accept.

Background investigations typically take around 5-7 business days. Common reasons for delay: references are unavailable, education is unverifiable, previous last names used not disclosed.

We do not recommend you give notice to current employer until successful completion of a background investigation.

- After a position closes, applications are sent to hiring manager for review. It can typically take 2-3 weeks for hiring managers to make selections on who to invite to interview. Correspondences will be made through email or phone.
- Interviews – Typically our interviews are about an hour.
 - Depending on position, the interview process could include multiple interviews with different stakeholder groups, screening calls, written assignments, candidate presentations, or skills tests.
- Job offers are contingent upon successful completion of a background check.
 - Some jobs also require a pre-employment drug screen, physical, or financial background investigation.
- By choice, the Town of Estes Park is an Equal Opportunity Employer.



For questions, please contact:
 Human Resources
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 970.577.4775