



Welcome to the Town of Garden City

Garden City, a town steeped in history. Since its incorporation in 1938 in response to the end of prohibition, Garden City has grown from its bootlegging beginnings to a thriving hub of Northern Colorado.

Sales tax provides the majority of revenue for the Town. The Board of Trustees has instituted several grant programs and community events to benefit residents and business owners. The Town hosts many events for the community, including our annual Easter Egg Hunt and kid's carnival. The Police Department has one of the largest if not the largest National Night Out events in the County in August. We still celebrate our colorful history every year with our annual Bootleggin' Days event which has grown from a beer fest into a family fun two-day event that brings the whole town and surrounding communities together.

Located in Weld County, between Greeley and Evans, Garden City boasts 75 acres of area. Currently our administrative staff consists of the Town Administrator/ Town Clerk, Deputy Clerk/Court Clerk, Finance Clerk, and Administrative Assistant. We have a full time Buildings and Grounds Supervisor and one part-time seasonal employee. The Police Department employs the Chief, the Sergeant, three full-time Officers, and two part-time Officers.

In addition to Public Safety, the town provides the following services to the Community; business licensing, marijuana and liquor licensing, planning and zoning, elections, records retention, building permits, dog licensing, code enforcement, and public information.

The Town of Garden City is seeking a qualified candidate for the position of Town Administrator/Town Clerk

The position is appointed by and answers to the seven member Board of Trustees. The Town Administrator is responsible for a budget of \$3 million and 14 employees. The population of Garden City is approximately 250 residents, and issue 100 business licenses every year.

A successful candidate will be ethically sound, have an astounding communication style, capacity to work in a political environment, and have the ability to navigate and adapt in an ever changing environment.

Core Skills

- Supervisory and leadership skills.
- Minute-taking, agenda preparation, and documentation management.
- Excellent communication skills
- Event planning and public engagement.

Education

- Bachelor's degree in public administration, business, or related field, or equivalent experience is preferred.
- Certified Municipal Clerk (CMC) designation is required.
- Notary Public Commission is required.
- Additional administrative education or relevant technical training is preferred.

Experience:

3-5 years of Administrator or Certified Municipal Clerk experience.

To apply- EMAIL your resume, cover letter and application to Cheryl Campbell at ccampbell@gardencityco.gov.

For more information about how to apply, scan the QR code below.



Town of Garden City

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