

Position Advertisement
Town of Garden City, Colorado
Town Administrator/Town Clerk

Town Administrator/Town Clerk, Garden City, Colo (population 250, 100 Business Licenses)
Salary Range \$125,000-\$135,000, Benefits include Health, Vision, Dental, Life and 457b. The Town of Garden City is seeking an experienced professional for the next Town Administrator/Town Clerk.

The Town, 75 acres, is located right outside of Greeley in Weld County.

The position is appointed by and reports to the Board of Trustees. The Town has a \$3M budget and 14 employees.

Candidates should possess a bachelor's degree in public administration, business or related field, their Certified Municipal Clerk (CMC) designation and a Notary Public Commission. Additional administrative education or relevant technical training is preferred.

The ideal candidate must have highly developed problem solving, high quality communication, technical, project management, presentation and public relations skills. An ability to offer customer service best practices, embrace emerging technology, and maintain professionalism is important.

The Town Administrator must have a passion for leading a small town, the ability to relate to the community, and partner with the Board to carry out the strategic priorities of the town. The position requires working with the Board of Trustees, staff, federal, state, and other local officials and citizens in a collaborative and helpful way.

How to apply:

Send a cover letter and resume to Cheryl Campbell at ccampbell@gardencityco.gov by May 31st, 2026. Any questions can be directed to Cheryl Campbell at the email above.

