BUFFALO MOUNTAIN METROPOLITAN DISTRICT

Position Description: District Manager

Position Title: District Manager
Reports To: Board of Directors
Classification: Full-Time, Exempt, Salaried
Location: Wildernest Community, Silverthorne, Colorado (in-person; on-site presence required)
Compensation: $125,000–$140,000 annually, depending on qualifications and experience, plus benefits

Position Summary

Buffalo Mountain Metropolitan District is seeking a qualified, experienced professional for the position of District Manager. The District is a quasi-municipal corporation and political subdivision of the State of Colorado, providing water, sewer, road maintenance, and covenant enforcement services to the Wildernest subdivision in unincorporated Summit County.

Reporting directly to the Board of Directors, the District Manager is the top-level management position for the District, responsible for the day-to-day leadership, administration, and operation of all District departments, employees, and contracted service providers. This position directs organizational strategy, financial and budgetary management, capital project planning, and regulatory compliance, while ensuring the District reliably delivers essential services that protect public health and community infrastructure.

This is a demanding leadership role suited to a proactive, hands-on manager. It requires sound judgment under pressure, comfort working independently in a small-staff, high-accountability environment, and the flexibility to respond when the District's infrastructure or community needs it — including evenings, weekends, and after-hours emergencies. The District Manager is expected to be a visible, in-person presence in the Wildernest community and at the District's offices and facilities; this is not a remote or hybrid position.

Essential Duties and Responsibilities

The following are illustrative of the essential functions of the position and are not an exhaustive list of duties, responsibilities, or skills required. The District reserves the right to modify duties and essential functions at any time.

Leadership & Employee Management

- Directly manage, supervise, and support District employees, department leads, and contracted service providers, establishing clear goals, accountability, and performance expectations
- Oversee personnel administration, including recruitment and hiring, job descriptions, onboarding, training and professional development, performance evaluations, compensation recommendations, discipline, and terminations
- Foster a safe, professional, and collaborative work environment; ensure staff have the resources, direction, and support needed to perform their jobs effectively
- Serve as the primary point of accountability for departmental operations and staffing decisions, escalating matters to the Board as appropriate

Administration & Board Relations

- Serve as the District's chief administrative officer, directing and overseeing all contract service providers, consultants, and employees
- Schedule, attend, and facilitate the District's monthly Board meeting (and any special meetings called); prepare agendas, board packets, narratives, staff reports, and meeting minutes, as needed in absence of office manager
- Provide the Board with timely, accurate information, data, and recommendations to support informed decision-making
- Coordinate with legal counsel to ensure compliance with statutory and regulatory requirements
- Coordinate biennial District elections and serve as the Designated Election Official, as needed in absence of office manager
- Develop, implement, and recommend updates to District policies, procedures, and Rules & Regulations
- Enforce the District's Rules & Regulations and recommend policy changes to the Board as needed

- Review plans and specifications for new construction and modifications to ensure compliance with District Rules & Regulations and Architectural Guidelines

Financial Management & Budgeting

- Develop and administer the District's annual budget, using generally accepted governmental accounting principles, and present it to the Board for consideration in compliance with State Statutes
- Monitor expenditures against budget, prepare variance reports, and recommend budget amendments or reallocations as needed
- Coordinate with the District's contract accountant on all financial matters, including audit preparation and monthly financial statements
- Oversee preparation of quarterly water and sewer billing, review accounts receivable, and initiate collection actions on past-due accounts, as needed in absence of office manager
- Review and approve invoices for goods and services prior to Board approval and payment
- Monitor the District's investment policy and long-range financial plan to ensure capacity to fund capital improvements and infrastructure replacement
- Enforce adherence to procurement, budgeting, and fiscal policies
- Research, write, obtain, and execute local and federal loans and grants to support District operations and capital improvement projects

Water & Sewer Operations

- Coordinate with and oversee the District's contract water and sewer service provider(s) to ensure reliable, compliant operations, in absence of water operator/supervisor
- Prepare, monitor, and administer service contracts and agreements
- Maintain working familiarity with water quality, water distribution, and wastewater regulations, and ensure District compliance with all applicable local, state, and federal requirements

Project & Facilities Management

- Develop and maintain long-range repair, maintenance, and replacement schedules for all District-owned facilities, roads, and equipment
- Prepare requests for proposal, solicit and evaluate bids from qualified contractors for construction and major maintenance projects
- Prepare and oversee contracts for construction and capital improvement projects; serve as project manager on active projects, monitoring contractors and consultants to ensure work is completed on schedule, within budget, and to quality standards
- Contribute to long-range capital improvement and infrastructure planning for water, sewer, and road systems

Liaison & Communication

- Act as the District's representative to the Joint Sewer Authority and other partner agencies
- Serve as the informed spokesperson for the District, maintaining sound working relationships with elected officials, staff of governmental entities, contractors, and community members
- Represent the District's interests at board, council, and public meetings of outside entities whose activities affect the District
- Respond to public inquiries, resolve disputes and complaints from residents, contractors, and agencies, and initiate appropriate action — aiming to resolve issues directly rather than escalating routine matters to the Board
- Prepare and distribute periodic communications to District constituents regarding District operations and community-relevant activities

A Note on the Demands of This Role

This position carries a level of responsibility and availability beyond a typical 8-to-5 job. The District Manager is the single point of leadership for essential water, sewer, and road infrastructure serving the Wildernest community, and is expected to:

- Regularly attend the District's monthly evening Board meeting, plus occasional special meetings and community events outside standard business hours

- Be available after hours, on weekends, and during holidays to coordinate emergency response for water, sewer, road, or facility failures
- Work on-site and in-person in Silverthorne/Wildernest, including field visits to District facilities in a mountain environment with seasonal weather extremes (snow, ice, high altitude, and variable road conditions)
- Manage competing priorities — board governance, budget cycles, capital projects, personnel matters, and day-to-day resident concerns — often simultaneously and with a lean staff

Candidates should be prepared for a hands-on, high-accountability role and should genuinely enjoy the operational and community-facing nature of special district management. In exchange, this role offers significant autonomy, direct impact on the community, and the opportunity to lead the full scope of District operations.

Education, Training & Experience

- Bachelor's degree from an accredited college or university in business administration, public administration, planning, engineering, or a related field; or an equivalent combination of education and experience
- A minimum of seven (7) years of progressively responsible experience managing or supervising public or private organizations, ideally including special district, municipal, or public utility management
- Experience with water and/or sewer utility operations strongly preferred; familiarity with special district governance, water quality, planning & zoning, and road/transportation regulations desirable
- Demonstrated experience managing budgets, staff, and capital improvement projects

Skills & Abilities

- Proven ability to lead, supervise, and develop employees and hold contractors accountable to performance standards
- Strong financial acumen, including budget development, variance analysis, and governmental accounting principles
- Working knowledge of, or ability to quickly learn, water and sewer utility operations and applicable regulatory requirements
- Solid project management skills, including bid solicitation, contract administration, and oversight of capital projects
- Excellent written and verbal communication skills, with the ability to prepare clear reports, correspondence, and board materials
- Strong customer service orientation and the judgment to resolve resident and contractor concerns independently and diplomatically
- Proficiency with standard office, financial, and presentation software
- High degree of integrity, sound judgment, and the ability to handle confidential matters
- Ability to work independently, prioritize competing demands, and exercise initiative within the scope of the role
- Valid Colorado driver's license and reliable vehicle required

Physical Requirements & Work Environment

- Ability to sit, stand, and walk for extended periods, including at board meetings and during site visits
- Ability to occasionally lift, carry, or move materials or equipment up to 25 pounds
- Work is performed in both an office setting and, periodically, outdoors at District facilities and project sites, including exposure to mountain weather conditions (snow, cold, high altitude)
- Ability to operate a motor vehicle to travel between the District office, facilities, and meetings, including in winter driving conditions
- Position requires availability outside standard business hours, including evenings and emergency response as needed