



TOWN MANAGER JOB ANNOUNCEMENT

We are seeking a dynamic Town Manager to oversee the day-to-day operations of the Hidden Springs Town Association, Inc. (HSTA) and the Hidden Springs Sewer Company (HSSC). This person reports directly to the Hidden Springs Town Council (the “Town Council”).

The Town Manager is a skilled collaborator who coordinates the activities of all HSTA personnel, vendors, and contractors while responding to the community needs, all under the direction of the Town Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure HSTA members are provided timely and appropriate services consistent with the operations of the community.
- Coordinate with contracted property management corporation on administrative and accounting services for HSTA and HSSC.
- Coordinate services provided by contractors, service professionals, and volunteers of the HSTA community.
- Provide administrative, operational and managerial support to Town Council.
- Act as liaison and communication link between the Town Council, the community committees, residents and contractors.

PRINCIPAL DUTIES

The position requires the ability to understand the unique nature of the Hidden Springs community and recommend policies in accordance with its governing documents.

Community Management:

- Ensure accountability and contract compliance of outsourced site, landscape and grounds maintenance, in addition to conservation easement maintenance, and land application requirements (e.g., Idaho Dept. of Environmental Quality).
- Maintain responsibility for oversight and maintenance of all HSTA facilities (pools, clubhouse, barn), ensuring proper usage guidelines and safety standards are followed.

Sewer Company Management:

- Oversee and ensure operation of the HSSC in coordination with Town Council, IDEQ, and all contracted services.

Financial Management:

- Under the direction of the Town Council, develop the annual operating and reserve budgets for the HSTA and the HSSC.
- Review and approve HSTA and HSSC expenditures in accordance with established policies.
- Facilitate Request for Proposal process to competitively bid for contracted services.
- Monitor financial status in relation to budgets and apprise Town Council in advance of potential budget overruns.



Government Agency Interface:

- Initial point of contact with governmental/private parties including but not limited to Ada County, Ada County Highway District and Ridge to Rivers regarding issues impacting the community.

Liaison and Communication Link for Community Volunteer Committees:

- Open Space/ Firewise
- The Farm
- Town Design Review Board
- Other committees

Coordination of Community Communications and Announcements:

- Written notices and newsletter.
- Website content including electronic newsletters and announcements.

Human Resources Management:

- Manage and direct Assistant Town Manager, and other staff assigned.
- Employee and payroll management.

QUALIFICATIONS

Experience/Education:

- 3 to 5 years of experience in management of a large residential community required.
- Previous budget development and management experience.
- Bachelor of Arts, Business Administration preferred.

Required Skills and Abilities:

- Exceptional time management skills.
- Strong problem-solving mindset.
- Strong interpersonal skills and ability to demonstrate respect for others.
- Ability to run Town Council and Annual homeowner meetings.
- Technology skills: Excel, PowerPoint, Outlook, Zoom, Accounting software, Adobe Editor.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to walk, stand, and climb stairs.
- Must be able to walk terrain of HSTA and HSSC.
- Exposure to year-round weather conditions (e.g. snow, rain, heat)
- Prolonged periods of sitting at a desk and working on a computer.

Please submit your resume to Lori Wheeler at hstarecruiting@proton.me or alternatively, you may choose to apply directly for the position on Indeed, <https://www.indeed.com/job/town-manager-ced1f3442d249f7b>

Thank you!