

# Town of Bayfield, CO

## Town Marshal

Seeking an inspirational leader who has a  
passion for public service.

Salary Range:  
\$85,000—\$103,000 - (DOQ)  
Plus excellent benefits

The Town of Bayfield, CO is being assisted by KRW Associates, LLC.

Submit application materials to: [apply@KRW-Associates.com](mailto:apply@KRW-Associates.com)

Deadline: December 1, 2022 (5:00 PM Mountain)



## The Town & Surrounding Community

The Town of Bayfield is a Colorado Statutory Town located in La Plata County in southwest Colorado. The Town population was 2,838 at the 2020 United States Census, and is a growing community. Nestled right next to the San Juan National Forest, Bayfield is known as the “Heart of the Pine River Valley”. Bayfield is only twenty miles from historic Durango Colorado. Other neighboring towns include Ignacio and Pagosa Springs Colorado, in addition to the Southern Ute Nation, just south of Bayfield. Farmington, New Mexico is an hour from Bayfield. Agriculture has long been Bayfield’s main economic sector, with the town serving as a supply hub for local farms. Growth in the “four corners”

area has made Bayfield an attractive option for people coming to the region. The town features a small historic district with a few shops and restaurants to explore.





## The Town & Surrounding Community (continued)

The area provides unprecedented access to the great Colorado outdoors, including a variety of opportunities available 20 minutes from Town.



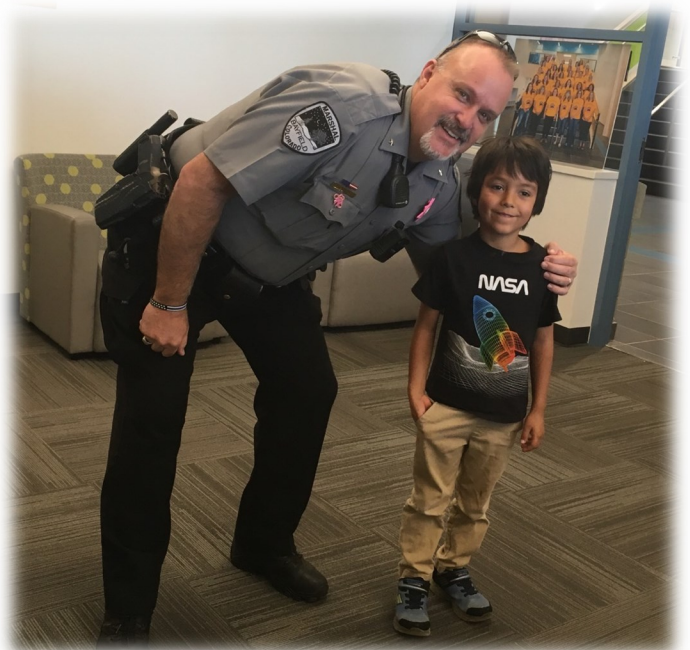
Outdoor recreation areas include the Vallecito, Lemon and Lake Nighthorse Reservoirs, the Sauls Creek. Also, Bayfield is located approximately midway between the Purgatory and Wolf Creek ski resorts.

Bayfield and the four corners area has many businesses and services to offer. The community is served by the Durango/La Plata County Airport which is fifteen minutes from the Town. Bayfield is a short 20 minutes from hospital and surgical services. Additionally, Physician, dental and vision services are available within the town. Bayfield has a post office, two banks, library, and a fire protection district with an ambulance service each

operated by separate entities. Businesses also include a grocery store, several variety stores, hardware store, a variety of commercial convenience stores, eateries, retail and a 24-hour fitness center. Numerous selections are available for business and service providers including electrical, plumbing, heating, construction, photography, guest accommodations and many more.

The Bayfield School District includes Bayfield High School, Middle School, Intermediate, Primary and a Wolverine Academy. Fort Lewis College, located in Durango, CO is only 20 minutes away.

Although the town is facing the challenges associated with growth, costs and community development, the setting and community make it a wonderful place live, work and play.





## The Position

The Town of Bayfield is looking for an inspirational leader who has a passion for public service. As a smaller organization, the Town of Bayfield will be a great opportunity to lead a professional team. The Town Marshal is a key member of the management team and will have broad discretion to work within the organization on several shared programs. The position will have constant access to the town manager with which to review issues.

The Marshal's Office has a total of eleven positions, including the Marshal, 1-Investigator, 2-Sergeants, 6-Deputies (includes a School Resource Officer) and 1- Administrative Assistant.

The Marshal will be responsible to plan, direct, manage and oversee the activities and operations of the Marshal's Office, patrol, criminal investigations, training programs, special events, management services and records management. The Marshal will coordinate activities with other Town departments and outside agencies and provide highly responsible and complex

administrative support to the Town Manager. The Marshal works under the general direction of the Town Manager.

The Marshal directly supervises the Administrative Assistant, supervisors, law enforcement staff and has supervisory authority over all Department members.

**The Town Marshal reports directly to the Town Manager, and is a key member of the management team.**

# Responsibilities & Necessary Skills

- ◆ Assume full management responsibility for all department services and activities including patrol, maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records; formulate, develop, and administer policies and procedures.
- ◆ Manage the development and implementation of department goals, objectives, policies, and priorities.
- ◆ Establish, within Town policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- ◆ Plan, direct and coordinate, through subordinate level managers, the department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- ◆ Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- ◆ Select, train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- ◆ Oversee and participate in the development and administration of the department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as necessary.
- ◆ Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- ◆ Represent the department to other Town departments, elected officials and outside agencies; coordinate department activities with those departments and outside agencies.
- ◆ Provide staff assistance to the Town Manager and Town Board; prepare and present staff reports and other necessary correspondence.







- ◆ Provide staff support to assigned boards and commissions.
- ◆ Confer with citizens and Town officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
- ◆ Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.
- ◆ internal investigations when appropriate and provide corrective action as needed.
- ◆ Review and analyze reports, legislation, court cases, and related matters; prepare the initial responses for legal actions.
- ◆ Provide truthful, unreserved, and credible testimony in all judicial proceedings.
- ◆ Direct qualified staff to maintain inventory and control of all evidence and recovered property.
- ◆ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
- ◆ Respond to and resolve difficult and sensitive citizen inquiries and complaints.

## Minimum & Preferred Qualifications

- ◆ Ten years in law enforcement.
- ◆ Five or more years at the rank of Sergeant or higher with supervisory responsibilities.
- ◆ Bachelor's degree required with a Master's degree preferred.
- ◆ An equivalent of experience and formal education can be considered.
- ◆ Advanced Leadership training such as the FBI Academy or Northwestern School of Staff and Command preferred.
- ◆ Possess and maintain valid Colorado driver's license with acceptable record.
- ◆ Colorado P.O.S.T. certified or eligible to become P.O.S.T certified within six months of hire.

# Key Challenges & Opportunities

The successful candidate will:

- ◆ Be creative thinker and problem solver
- ◆ Support the vision of improving customer service and community engagement
- ◆ Provide leadership to a strong dedicated team
- ◆ Embrace a rural, landmark, historic community
- ◆ Become a member of a strong and progressive leadership team in the Town
- ◆ Ensure public confidence in the integrity of the Department
- ◆ Work closely with other public safety partners in the four corners area

## Mission

We are a community focused on continued prosperity and economic growth while maintaining our small town values and natural scenic environment.



## Compensation & Benefits

- ◆ **Salary Range:** \$85,000—\$103,000—DOQ
- ◆ **Patrol uniforms and duty gear**—provided.
- ◆ **Take-home patrol vehicle**—provided
- ◆ **Insurance**—Town covers 65-100% of employee, spouse and dependent premium for Health, Dental & Vision—specific amount depends on plan selected.
- ◆ **FPPA Statewide Retirement Plan**—Employee contributes 12% of salary; Town contributes 9.5%
- ◆ **FPPA Statewide Death & Disability Plan**—Employee contributes 1.6% of salary and Town contributes 1.6%
- ◆ **Paid Holidays**—11 per year; with a proposal to increase in 2023
- ◆ **Vacation & Sick Pay**—paid time; with a proposal to consider PTO hours in 2023
- ◆ **Employee Wellness Program**
- ◆ **Employee Assistance Program (EAP)**

## To Apply

Application materials will be accepted electronically at:  
[apply@krw-associates.com](mailto:apply@krw-associates.com)

Attach a 1) cover letter, 2) resume; and 3) contact information for 6 professional references.

**Deadline:** December 1, 2022 (5:00 PM Mountain)

## Questions?

KRW Associates LLC is assisting the Town of Bayfield, CO with this search.

Questions should be directed to:  
[info@krw-associates.com](mailto:info@krw-associates.com) or by phone to:

Lynn Johnson, Managing Partner,  
303-435-4138 or

Gina McGrail, KRW Associate-  
303-249-9572

The Town of Bayfield an equal opportunity employer.

