PUBLIC JOB ANNOUNCEMENT – INTERLAKEN TOWN ADMINISTRATOR

POSITION: Town Administrator - Part-Time / At-Will
EMPLOYER: Interlaken Town, Utah
HOURLY WAGE: Dependent on qualifications and experience
HOURS: 15 to 19 hours per week, generally flexible hours, but available evenings and 7 days a week for emergency response management; requires attendance at monthly evening Town Council meetings and onsite coordination with contractors, and oversight of public works projects
LOCATION: Interlaken does not have an office available for this position – the employee will need to acquire and maintain their own office and equipment to perform the tasks assigned to this position and visit the town when required for council and contractor meetings
CLOSING DATE: November 30, 2026, or until filled.

POSITION SUMMARY:
The Town of Interlaken, Utah, is seeking a highly organized, proactive, and civic-minded professional to serve as our part-time Town Administrator. Operating under a five-member council form of government, the Town Administrator serves as the chief administrative officer for the municipality. This position reports directly to the Mayor and Town Council and manages administrative functions for the Town, including a substantial list of tasks in support of the town's infrastructure, finances and accounting, record-keeping, building permits, and IT/software systems, and is responsible for executing local policies, streamlining day-to-day operations, managing municipal utility workflows, and identifying infrastructure grant opportunities This position handles many of the administrative tasks typically delegated to multiple personnel. It requires administrative experience with contract management, budgeting, land use and building policy, road and water system infrastructure, and technical skills related to website and software development, IT services, and experience with the Microsoft Visual Basic programming environment.

This is a W-2, at-will position. Because it is strictly structured under part-time thresholds, it does not include town-sponsored health benefits or retirement contributions.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- **Administrative Coordination:** Oversees day-to-day town administrative functions, processes public inquiries, investigates resident complaints regarding municipal services, communicates directly with residents and lot owners.
- **Manages Building Permits:** Acts as head of the building department, receives and reviews building permit applications, collects fees and manages permit accounting,

coordinates with the town engineer and planning commission for approval and compliance with town code, maintains permit agreements, issues permits and completes permit closures.

- **IT Systems Management:** Manages the town's digital records via cloud storage, networking and computer systems, and systems management related to the town's security system and water system analytics.
- **Manages the Town Website:** Updates website content for the town's public records, updates website design and functionality on the WIX platform.
- **Software Development:** Authors and maintains the Town's code base for handling lot owner communication, water system analytics, water billing, accounting and banking tasks, and other code-based tasks. Develops user documentation for all software projects.
- **Municipal Code Enforcement:** Receives and follows up on Town municipal code violations, issues notices of violations, and tracks compliance.
- **State Reporting:** Writes and submits required state reports.
- **Manages the Municipal Water System:** Monitors and updates the Sensus Analytics system, orders and tracks water system testing, cross-connection control testing, system maintenance, and capital improvements, manages water masters and contract employees.
- **Emergency Response Management:** Develops emergency response policy, including town emergency notifications and coordination with local, county, and state resources.
- **Financial & Budgetary Support:** Cooperates with the Mayor, Town Council and Treasurer to prepare the preliminary annual operating budget and monitors monthly department expenditures and revenue, and required truth-in-taxation procedures.
- **Grant Writing & Administration:** Actively research, drafts, and administers county, state, and federal grants (e.g., CDBG, state water infrastructure loans) to maximize town resources.
- **Municipal Code:** Develops and edits town municipal code, resolutions, and ordinances.
- **Public Works Logistics:** Interfaces with and coordinates local independent contractors for public projects, road maintenance, town property upkeep, and the culinary water system.

- **Meeting Compliance:** Serves as the Town Recorder to compile meeting agendas, prepare background packets for the council, preparation of meeting minutes and ensures proper posting on the Utah Public Notice Website.
- **GRAMA Requests:** Manages and fulfills GRAMA requests, maintains required annual Records Officer Certification.
- **Notary Public:** Maintains notary public qualification.
- **Elections:** Manages and coordinates biannual town council/mayor elections with Wasatch County.

MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree in Public Administration, Business Management, Engineering, Computer Science or other closely related technical field is not required but strongly preferred.
- **Experience:** Two (2) or more years of experience in administrative management, municipal government, and software development.
- **Skills:** High proficiency with Microsoft Office applications, including the Visual Basic programming environment; excellent written and verbal communication; ability to work independently with minimal daily supervision.
- **Requirements:** Must possess a valid Utah Driver's License and successfully pass a comprehensive criminal background check.

HOW TO APPLY:
Interested candidates must submit a completed Town Administrator Application, a current professional resume, and a brief cover letter explaining their interest in small-town governance. Applications may be submitted:

- **Via Email:** Interlaken.mayor@gmail.com
- **Via USPS Mail:** Interlaken Town, PO Box 1256, Midway, UT 84049.

The Town of Interlaken is an Equal Opportunity Employer.
