



TOWN OF MOFFAT | EST. 1911

PO Box 353
Moffat, CO 81143
719-256-4538

TOWN OF MOFFAT **BOARD VACANCY**

Due to recent changes on the Town of Moffat Board of Trustees, the Town has one (1) Mayor vacancy that will need to be filled by appointment by 3/13/2025. As such, the Town of Moffat is accepting letters of intent for all interested parties.¹

To be eligible for consideration for appointment as the Mayor, each interested party must:

- Have resided in the Town of Moffat for at least the 12 consecutive months immediately preceding the appointment and be registered to vote.²
- Must not be barred from seeking office by constitutional term limits. However, a person who is appointed or elected to fill a vacancy will not be deemed to have served a term subject to term limits.
- Submit a letter of intent to the clerk no later than 2/28/2025 at 12:00pm. The letter shall include name, address, email and phone number.
- Must submit an affidavit, available on the town website or from the clerk, supporting and swearing residency and registered elector status.

Mayor Job Description

The Moffat Mayor responsibilities will include but not be limited to:

1. Remember and fulfill your oath.
2. Read the meeting packet to properly prepare for active participation in Trustee meetings.
3. Attend all regular meetings, working sessions and special meetings providing input.
4. Attend and actively participate in executive sessions when they are required.
5. Allow trustees to participate, that is, don't dominate discussions.
6. Actively work toward and manage the completion of assigned tasks, approximately 10 hours per week outside the meetings.
7. Read Moffat ordinances and resolutions as required and bring understanding to trustees and staff. This includes not only newly written ordinances and resolutions under review, but also historic ordinances and resolutions as required for researching tasks.
8. Adhere to Confidential information non-disclosure.
9. Adhere to Moffat Code of Conduct at all times, setting an example for citizens and fellow trustees.
10. Make regular visits to the Town Hall office to familiarize yourself with what gets done and how.
11. Oversee and manage town staff to include task management and completion
12. Interface with community members as needed
13. Manage the operation and development of town infrastructure to include the town water system
14. Oversee town financial management

¹ C.R.S. 31-4-303

² C.R.S. 31-4-301



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TIMELINE

2/28/2025 – All letters of intent and affidavits submitted to the Town Clerk before 12:00pm.

3/4/2025 – The Board will vote on all interested parties ranking candidates by the number of votes.³

3/5/2025 – The Board will notify those selected of their appointment. If the nominee is no longer interested the next candidate with the highest votes by the Board will be appointed.

3/11/2025 – The Clerk will administer Oath to the newly appointed Mayor.

These appointments will remain until the next official election at which time the position will be up for election. The term of office of a vacated seat filled by appointment only runs until the next regular election, regardless of when the original term would expire.⁴

To access the Affidavit and copies of the Colorado Revised Statutes listed, please go to townofmoffat.colorado.gov, select Board & Meetings, select Notices and they will be under 2024 Notices.

The Clerk can be reached at clerk@moffatcolorado.com or 719.256.4538.
Town Hall Hours: 9am to 3pm – Monday through Friday

³ C.R.S. 31-4-106

⁴ C.R.S. 31-4-303