



Alexander Mulhall <townmanager@townoflakecity.co>

Housing Coordinator Job Description, Pro and cons of 1099 contractor or W-2 Employee

Sarah Brown McClain <sarah@westernspaces.co>

Mon, Mar 2, 2026 at 5:31 PM

To: Alexander Mulhall <townmanager@townoflakecity.co>

Cc: Michelle Pierce <michellepierce@centurytel.net>, Sandy Hines <administrator@hinsdalecountycolorado.us>

Thanks for sharing, this is looking great!

Here's how I'm thinking about it.

First — Lake City is a hard place to recruit to. If the right person comes along, don't lose them over structure. Whether they want a contract or a W-2, find a way to make it work. I'd post it open to either arrangement and let the candidate pool inform the decision. The bigger risk isn't picking the wrong hiring model — it's letting a great candidate walk because the paperwork wasn't ready.

That said, a contractor is the cleaner default. It stretches the \$100K further, buys time to secure DOLA funding for a permanent position, and doesn't require the employer-of-record question to be resolved in the IGA first. Silverton hired an employee, but they had a 3-year DOLA REDI grant in hand before they did. Either way the sequence is the same — get someone in the seat, have them stand up the foundational pieces and apply for the DOLA coordinator grant, then convert to a permanent position once that funding lands.

On the job duties — the draft is comprehensive. A few thoughts:

Section I framing works well. "Support formal establishment" is the right scope — these are setup deliverables, not ongoing administration yet.

Section V I'd reframe as "develop compliance frameworks." There aren't deed-restricted units to monitor yet, but building the templates, eligibility procedures, and selection guidelines now so they're ready when units come online is a solid deliverable.

A few additions I'd consider: grant funding calendar and pipeline management (monitoring cycles, matching programs to projects — this is what drove Silverton's results), community engagement and progress reporting, and acquisition/rehab opportunity scanning for the Prop 123 pipeline.

You're right that this is a long-term full-time position. The \$100K is the investment that gets someone in the seat to secure the funding that makes it permanent.

Happy to look at the posting when you have a draft, or jump on a call.

Sarah

[Quoted text hidden]