

COUNTY MANAGER

JEFFERSON COUNTY, COLORADO





About Jefferson County (“Jeffco”)

In 1858, when gold was discovered in the Rocky Mountains, there were fewer than 200 settlers. Two years later, nearly 35,000 people, lured by the quest for gold, had immigrated to what is now Jefferson County. The City of Golden sprang up west of the pioneer mining camp of Arapahoe City, providing goods and services to the prospector, farmer, rancher and explorer. When the “Territory of Colorado” was organized in 1861, Golden became the county seat of Jefferson County and served as the territorial capital until 1867.

Jefferson County, commonly called Jeffco, is the fourth most populous of the 64 counties of the State of Colorado. Located along the Front Range of the Rocky Mountains in Golden, Jefferson County is adjacent to the west side of the state capital, Denver. Jefferson County is one of the major metropolitan counties within the State of Colorado. Twelve incorporated municipalities are located totally or partly within the county: Arvada, Bow Mar, Edgewater, Golden, Lakeside, Lakewood, Littleton, Morrison, Mountain View, Superior, Westminster and Wheat Ridge. Encompassing 773 square miles, with three-fourths of the area mountain land, Jefferson County is home to over a half a million people. Approximately one-third of the residents live in the unincorporated areas of the county.

Jefferson County government responds to the needs of its citizens through the cooperative effort of its elected officials, employees and citizen advisors, all working together to improve the quality of life in the county. Citizen access and input to county government is facilitated by the more than 300 citizen volunteers who serve on numerous county boards, commissions and committees.

Jefferson County serves as both an administrative arm of the state government and as a unit of local government. Overseeing Jefferson County are three County Commissioners. Each commissioner is elected by county residents and serves a four year term. Commissioners serve as policy makers for land use, roads and bridges, parks and libraries, public protection, public assistance, health and intergovernmental services.

Living and working in Jefferson County offers the quintessential Colorado lifestyle sought after by many. Residents enjoy easy access to mountain activities such as hiking, skiing and rafting, while also being able to take advantage of the eclectic amenities offered by the greater metropolitan Denver area. It's a place where the great plains meet the Rocky Mountains with some of the most magnificent scenery in the country. We have rolling grasslands and craggy rock formations, natural foothills, rugged mountains and tumbling mountain streams.



The Ideal Candidate

Under the day-to-day supervision of the Board of County Commissioners (BCC), the County Manager serves as the Chief Administrative Officer to accomplish the aims, goals and mission of the BCC. The County Manager is responsible for the administration and management of all assigned departments and divisions and coordinates the flow of information and advice from department and division directors to the BCC. The County Manager coordinates County resources to accomplish the objectives and direction of the BCC.

The Board of County Commissioners is seeking a County Manager with the vision and leadership to move Jeffco forward to meet future challenges. The ideal candidate should have strong executive management skills and be an experienced and a collaborative leader. The candidate must have political acumen, the ability to establish effective working relationships and earn the confidence of the Board of County Commissioners, Elected Officials, Department Heads, other public officials and staff, community groups, advisory bodies, federal and state legislators and media representatives. Previous experience working with or in a county government system is desired.

Required Skills

Thorough knowledge of:

- Principles, practices, procedures and philosophies of management and operation commonly used in the management of large public and/or private sector organizations
- Strategic planning methods commonly used in large, multi-faceted organizations
- Practices and procedures for planning, formulating and administration of large budgets
- General state statutes applicable to local, state, and federal programs and organizations
- Ethical guidelines related to the position as established by professional organizations, legislation, rules and regulations
- Personnel and management principles, practices and techniques related to staff development and administration
- Standard research and investigation methodology, practices and procedures

Skills and Abilities to:

- Provide leadership with planning, development, and establishment of new programs, personnel, services and activities
- Analyze and interpret policy and procedural guidelines, formulating, developing and presenting recommendations to resolve problems and questions
- Organize disparate groups of individuals, business owners, stakeholders, government agencies, and interest groups into cohesive working groups
- Communicate clearly and concisely, both verbally and in writing with elected and appointed officials and with other public or private organizations and individuals
- Use independent judgment and discretion in executing on the Vision, Values and Goals of the County as defined by the BCC by setting schedules, assigning work and planning for future needs of the County
- Exercise tact and courtesy acting as an official representative of the County with all levels of County personnel as well as other public officials, media representatives and the general public
- Establish and maintain effective working relationships as necessitated by work assignments from the BCC

Total Compensation Package

Salary Range: Mid to Upper \$100's

- Health, Dental & Vision Covered at 100%
- Executive Leave Time-Off Benefits
- Car Allowance
- Paid Holidays
- Life Assistance Program
- Wellness Program
- Mediation Services
- On-Site Fitness Centers
- Tuition Reimbursement



- 401(a) Retirement Plan
- 457 Deferred Compensation Plan
- Flexible Spending Account
- Banking Services
- Voluntary Home & Auto Insurance
- Long-Term Disability Insurance
- Short-Term Disability Insurance
- Term Life Insurance and AD&D
- Voluntary Term Life Insurance
- Work-Life Employee Discounts
- Organizational Development and Employee Training

Application Process

To be considered for this position, please apply through our website at: www.jeffco.us/jobs.

Be sure to include a cover letter and resume.

Inquiries may be directed to Demetrius Parker, Talent Acquisition Manager, at dparker@jeffco.us.

The deadline to apply is December 18, 2016 at 10pm (MST). Late applicants will not be received after the filing date. Only the most highly qualified candidates will be invited to interview with the Board of County Commissioners.



Important Target Dates

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| Recruitment Opens | November 28, 2016 |
| Recruitment Closes | December 18, 2016 |
| Interviews with Panels | Mid-January, 2017 |
| Interviews with Board | Early to Mid-February 2017 |
| Target Decision Date | Early March 2017 |