



Jefferson County

County Manager





The Position

Jefferson County is seeking a strategic consensus-building leader to serve as the Chief Administrative Officer to achieve the aims, goals, and mission of the Board of County Commissioners (BCC). The County Manager is responsible for the administration and management of all assigned departments and divisions and directs 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 County Manager currently oversees ten positions, which includes the Deputy County Manager, Executive Assistant, and the Directors of Development and Transportation, Business, Innovation & Technology, Human Resources, Human Services, Justice Services, Parks and Open Space, Public Affairs, and Finance.

Additional responsibilities include providing leadership through the planning and development and establishment of new programs, personnel, services, and activities. The County Manager is also tasked with analyzing and interpreting policy and procedural guidelines; formulating, developing, and presenting recommendations to resolve problems and questions; and communicating clearly and concisely with elected and appointed officials and with other public or private organizations and individuals. The County Manager works closely with the Library Director, the Public Health Director, and the Elected Officials in the county, which are the Assessor, Clerk & Recorder, Coroner, District Attorney, Sheriff, Surveyor, and Treasurer/Public Trustee, who oversee their own offices and personnel.

The County Manager represents the county with all levels of county staff, other public officials, media representatives, and the general public.

Priorities

- Develop and maintain positive, working relationships with the Board of County Commissioners, department directors and other key staff. Listen and learn about the current operations of the county.
- Meet with the appointed and elected officials on a regular basis and listen to the needs of the offices run by those appointed and elected officials.
- Build positive relationships in the community with external stakeholders, including the Economic Development Corporation, various chambers of commerce, critical nonprofit partners, and civic and neighborhood organizations. Engage with the mayors and city managers in Jefferson County and in other regional groups to best leverage resources to address shared problems.
- Build trusted, effective relationships with department directors by clearly defining roles, responsibilities, and expectations. Establish consistent, transparent communication practices that enhance service delivery, align leadership with Board priorities, and translate those priorities into coordinated, actionable outcomes across the organization.
- Partner with the elected leadership and staff to position the county as an employer of choice by advancing strategies that foster employee engagement, strengthen internal communication, and create a workplace culture where staff feel informed, valued, and connected to the county's mission.
- Working with the Board of County Commissioners, elected and appointed officials, and staff, develop a sound budget that supports the strategic plan.



The Successful Candidate

The next County Manager will be a strategic systems thinker, who is knowledgeable about national trends, anticipates future needs, and helps prepare the Board of County Commissioners, staff, and community for the future. The next County Manager will help clarify the roles and responsibilities of the County Manager and key leadership staff to ensure the government is most effectively serving its residents and businesses. The next County Manager will be a connector for staff and external partners, will seek engagement, and be both an educator and consensus builder for difficult county and regional problems. The County Manager will engage with the mayors and city managers within Jefferson County and within the region to develop creative strategies for common issues that leverage resources best for the taxpayers.

The successful candidate will understand the complexity of financing county services. The ideal candidate will be an experienced leader who has both the vision to help the county thrive and the management expertise to help align county resources to achieve long-term goals. The next County Manager will be diplomatic and customer-focused, while ensuring the organization is delivering the highest quality services consistently at the service levels allowed within the county's funding structure.

The next County Manager will have a heart for public service, remain nonpartisan, and lift up staff during difficult times. The successful candidate deeply cares about their employees and supports their employees' efforts to be successful. The successful County Manager will be consistent in words and action and will earn the trust of both internal and external stakeholders. They will be a manager who truly values diverse backgrounds and ideas and works well with people who have varied experiences, backgrounds, and needs. The successful candidate is approachable, dependable, authentic, and fosters a culture of openness and service.

Qualifications

Minimum requirements include a bachelor's degree plus 10 years of local government management experience, which could include city/county/town or similar quasi-governmental entity. Experience should include oversight of human resources, budget and financial management, policy development, and administration, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Preferred qualifications include a master's degree and experience working in a city or county with significant intergovernmental collaboration, exposure to TABOR, (Taxpayers' Bill of Rights) or similar revenue restrictions, and experience with complex transportation, development, open space, and affordable housing issues.

Inside The Organization

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, public assistance, and intergovernmental services.

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

The FY 2026 Operating Budget is \$699 million, and the total budget is \$935 million. The county employs 3,681 full-time employees.

Vision:

Jefferson County seeks to be a county government that provides equitable, innovative, efficient, and quality service to a thriving and safe community.

Mission:

Jefferson County is dedicated to promoting safety, health, and well-being for all members of our community and to ensuring the responsible stewardship of its resources.

Values:

Responsiveness, Integrity, Collaboration, Diversity & Inclusion, and Accountability.

Strategic Objectives:

- Create Safe, Healthy and Thriving Communities
- Enhance Inclusive Community Engagement
- Ensure Responsible Growth and Development
- Protect Natural Resources and Our Environment
- Strengthen Public Facilities and Infrastructure
- Operate as an Employer of Choice
- Provide Innovative, Equitable and Effective Services



The Community

Once an agricultural and mining area, Jefferson County, Colorado is a thriving suburban, business, industrial, recreational, and residential community. The county, formally organized in 1861 by the Colorado Territorial Legislature, takes the name of Thomas Jefferson, the third president of the United States. Jefferson County is a place where the great plains meet the Rocky Mountains with some of the most magnificent scenery in the country. It features rolling grasslands and craggy rock formations, natural foothills, rugged mountains, and tumbling mountain streams. Jefferson County is filled with magnificent wonders only nature can provide. Not ignoring its agricultural and mining roots, Jefferson County has worked to create a delicate balance between that past while supporting a thriving business community and providing for safe neighborhoods. The county has a first-class public school system, Jefferson County R-1 School District. Residents also have access to at least a dozen institutions of higher education.

Jefferson County encompasses approximately 773 square miles along the Front Range of the Rocky Mountains. Outdoor lovers have many [Jefferson County Open Space Parks](#), three national forests and two state parks from which to choose. Pike, Roosevelt and Arapahoe national forests, Golden Gate Canyon State Park and Chatfield State Recreation Area are all partially located in Jefferson County. The county's nationally recognized open space program offers a variety of outdoor activities.



Compensation

The expected hiring range is \$280,000 - \$320,000, depending on qualifications, with an excellent benefits package.

Benefits include medical insurance, dental, and vision (covered at 100%), car allowance, HSA, FSA, Life and AD&D Insurance, disability insurance, retirement savings plans, executive paid time off, holidays, and an employee assistance program (EAP). Other benefits include tuition reimbursement, training and development, and a travel assistance program. The county provides a 401 (a) retirement plan administered by the Colorado Retirement Association (CRA). For more information about employee benefits, visit [here](#) and download the 2026 Benefits Guide.

Residency in the county after employment is strongly encouraged and will be tied to relocation assistance.



How to Apply

Applications will be accepted electronically by Raftelis at raftelis.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Applications are open until filled. The first review of applications will begin **June 1, 2026**.



Questions

Please direct questions to Catherine Tuck Parrish at ctuckparrish@raftelis.com and Niyala Hairston at nhairston@raftelis.com.