



# County Manager

## GARFIELD COUNTY, COLORADO



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EXECUTIVE SEARCH AND CONSULTING

## THE COMMUNITY

Located in northwestern Colorado, Garfield County was founded in 1883 and named in honor of President James A. Garfield. Garfield County is one of 64 counties in Colorado and the County seat is in the City of Glenwood Springs.

Garfield County covers 2,958 square miles or 1,893,120 acres, stretching east to west from Glenwood Canyon to the Utah border. About sixty percent of all Garfield County lands are federally owned – 1) Bureau of Land Management, 615,973 acres, 2) U.S. Forest Service, 515,865 acres and 3) Bureau of Reclamation, 2,335 acres. There are six towns and cities within Garfield County, in order of incorporation: Glenwood Springs, Carbondale, New Castle, Rifle, Parachute and Silt.

The traditional culture of the County was rural and conservative with work based in ranching, farming, extractive industries, and tourism, including hunting and fishing. With the migration of retirees, second home owners, and people attracted to the natural beauty and recreational opportunities within Garfield County and the surrounding area, the traditional culture of the County is being challenged to accept more diverse viewpoints. In broad strokes, the eastern half of the County is viewed as the more cosmopolitan side of the County, closer to “up Valley” communities, with the west end of the County seen as home to the natural gas industry and a more traditional western lifestyle. This has changed priorities in terms of service delivery and has necessitated that the County be a catalyst for dialogue with and among the various communities to resolve divergent viewpoints.



Glenwood Springs, home to one of three State District Court courthouses, the County jail and one of the County’s administrative buildings, is considered the gateway to western Colorado due to the town’s location at the confluence of the Colorado River and Roaring Fork River. Glenwood Springs is known for its rafting, kayaking and gold-medal fly fishing, as well as being home to the world’s largest natural Hot Springs Pool.

The County also has many facilities and assets, including administrative buildings, a County Courthouse, and the Garfield County Regional Airport in and near the City of Rifle. The City of Rifle is also where the County’s fairgrounds are located and houses a large percentage of the County’s workforce. However, County employees live, educate their children, and recreate in all of the County’s six municipalities.

## THE ORGANIZATION

Garfield County has over 450 full-time employees, and for the budget year 2012 approximately \$118.3 million has been appropriated by the Board of County Commissioners (BOCC)

which will provide sufficient resources to continue current levels of operations, enhance services and maintain and replace capital assets as needed.

With adjustments made for extraordinary expenditures from the fund balance, the County will have a balanced budget for the year and maintain

a fund balance of approximately \$105 million, a position of strong financial health. The annual budget utilizes all forms of revenue generation available to the County and contains emergency reserves equal to at least three percent of fiscal spending excluding bond service, as required by State Constitution.

Although Garfield County has experienced staggering growth in the past 10 years, lowered assessed property valuations are bringing the diminishing tax revenue stream into sharp focus. While the County’s revenues will take a hit to the bottom line, prior planning and foresight have helped the County prepare for this day. The possibility of fluctuating revenues is always present, but a conservative approach to spending has helped place Garfield County in an enviable position, being one of few governmental organizations in the state, even

the nation, with such a healthy balance sheet.

A wealth of additional information on Garfield County can be found on the County’s web site at [www.garfield-county.com](http://www.garfield-county.com).



## THE POSITION

Working at the direction of the BOCC and under their control, the County Manager exercises fiduciary duties to them, specifically, a duty of loyalty and a duty of care. The general purpose of the County Manager is to direct, administer and manage the activities of Garfield County in accordance with the policies, goals and objectives established by the BOCC.

The BOCC, working with the County Manager, staff, and local residents strive to set and implement policy that reflects the values and vision of the people in the county. The County Manager and his/her staff work closely with all County Departments to ensure smooth day-to-day business operations, developing and coordinating County programs, monitoring the cost-effectiveness of operations, and maintaining partnerships with other local governments, the State, and Federal agencies to maximize resources and solve problems.

## THE IDEAL CANDIDATE

The ideal candidate for this opportunity has been described as a proven visionary leader of the utmost integrity; a strategic thinker; and an energetic, team-oriented participative manager. The County Manager will team with the BOCC and work with all Elected Officials, maintaining effective relations with them by treating all fairly, equally, and respectfully. The BOCC is looking for a Manager who will provide professional recommendations and point out both options and implications to lead to effective decision making.

The selected individual will be a true leader of the organization, respecting the abilities of the management team, and valuing professional input from staff. The County Manager will quickly gain credibility within the organization through strong interpersonal skills, an ethical and honest approach, mutual respect, effective communication and listening skills, and a sense of humor. The ideal candidate is decisive, holds staff accountable, and ascribes to a culture of teamwork throughout the organization.

The new County Manager has also been described as even tempered; firm and able to push back when necessary; and focused with the ability to get things done. It is expected that the County Manager will be collaborative in working with

the BOCC, Elected Officials, staff, residents, and the business community at all times, and in particular in their efforts to encourage economic development throughout the County. Most importantly, the County Manager will appreciate and preserve Garfield County's tradition of quality service with excellent financial oversight while positioning the County for future success.

The desired candidate will have proven leadership experience in local government, including a very strong knowledge and understanding of finance in the public sector, budgeting and economic development. The selected candidate will also demonstrate strong managerial, communication, business management, financial management, and interpersonal skills including success in coaching and mentoring staff. A Master's Degree in Public Administration, Business or a related field is required, along with seven or more years of progressively responsible and complex experience in local government management, at least three of which were in managerial positions; or any other equivalent combination of education, training and experience.

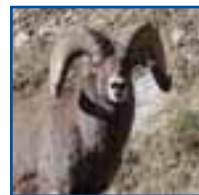
## COMPENSATION

The County Manager will negotiate a written contract with the BOCC, renewable on an

annual basis. The hiring range for this opportunity is \$105,137 to \$131,421 depending upon qualifications.

The County also offers relocation assistance if necessary, and competitive benefits including but not limited to Medical, Dental, and Vision insurance options; Flex Spending options; Life Insurance options; Short and Long Term Disability insurance; Workers' Compensation insurance; Social Security insurance; Medicare insurance; Retirement Plan options; Holidays; Personal Days Off; and Major Sick Leave.

Garfield County retains the right to supplement information contained in this document during any time in the hiring process.



## SEARCH SCHEDULE

Resume Filing Deadline..... February 27, 2012  
Preliminary Interviews..... March 1 – March 14, 2012  
Recommendation of Finalists .....March 19, 2012  
Finalist Interview Process ..... March 30, 2012

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

If you would like to join and contribute to this outstanding organization, please send your cover letter and resume electronically to:

**Peckham & McKenney**

[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Please do not hesitate to call **Phil McKenney** toll free at **(866) 912-1919** if you have any questions regarding this opportunity or the recruitment process.

*Garfield County is an Equal Opportunity Employer.*



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