



PARK COUNTY JOB DESCRIPTION

Job Title: County Manager

Exempt : Yes

Compensation and Benefits: \$120,000-\$150,00 annually DOE/Q plus benefits including group medical/dental coverage; 401(a) Retirement Plan with Employer Match (4%); voluntary 457 Deferred Compensation Plan with Discretionary Employer Match; paid vacation and sick leave; 11 paid holidays; employer paid group life, long-term disability and vision coverage; County operates on a 4-10 schedule

Reports To (Position Title) Board of County Commissioners (BOCC) **Elected Official(s)** BOCC

Date Job Description Last Reviewed October 2024 **By (Title)** BOCC

Orientation Period: 6 Months **Supervisory Responsibilities** Yes

General Purpose:

The County Manager is appointed by and serves at the pleasure of the Park County Board of County Commissioners (BOCC). Under policy direction from the Park County Board of County Commissioners the County Manager is responsible for implementing the policies and directives through effective and efficient administration of the County Departmental Operations; act as a liaison between the Board, other Elected Officials and the public; representation of the County at the Federal, State, or local level; to provide highly responsible and responsive administrative support to the Board of County Commissioner and performance of other related duties.

Essential Duties and Responsibilities:

ADMINISTRATION:

- ✚ Direct, manage and implement the goals, programs, policies and priorities established and approved by the BOCC;
- ✚ Enforce all orders, resolutions and regulations of the County, in coordination with the County Attorney when applicable.
- ✚ Assist the BOCC in determining strategic long-term plans and annual goals for the County;
- ✚ Prepare policy reviews, reports, or other studies as required and make presentation regarding the status of goals, objectives, etc.;
- ✚ Coordinate with the Chairman the preparation of the BOCC meeting agendas and evaluate requested agenda items; inform the BOCC of pertinent items on agendas that require particular attention or concern; provide background information on matters being presented to them.
- ✚ Attend meetings of the BOCC as directed, including meetings of commissions and committees established by or appointed by the BOCC and meetings of non-County entities;

- ✦ Represent the County in meetings with representatives from other jurisdictions, private industry and members of the public to resolve problems, negotiate agreements, and study potential changes which impact the County; respond to citizen complaints directly by gathering facts, determining solutions or referring to appropriate staff for corrective action;
- ✦ Facilitate and develop the preparation and presentation of the annual county budget for adoption by the BOCC and coordinate and implement the administration of the final adopted budget.
- ✦ Negotiate contracts, agreements and present options on a variety of administrative, fiscal and special projects; analyze and prepare recommendations on special contract requests; monitor the administration of terms and conditions of all contracts or agreements with the County and upon knowledge of any violation thereof, report the same to the BOCC;

MANAGEMENT:

- ✦ Provide leadership and direction to County Department Heads to facilitate achievement of the County's goals and objectives; continuously monitor and evaluate the efficiency and effectiveness of County service delivery methods and procedures.
- ✦ Supervises the activities of the departments assigned by the County Manager; assess and monitor work load, monitor expenditures of annual budgets applicable to those departments under the direct control of the administration officer, and monitor internal reporting relationships; coordinate department activities with other departments and agencies as needed; Identify opportunities for improvement and direct the implementation of changes.
- ✦ Coordinate and facilitate regularly scheduled meetings with County Department Directors, to identify and resolve issues, act on opportunities and assign projects in programmatic areas of responsibility.
- ✦ Act as a liaison between the BOCC, Elected Officials, the press and the public to disseminate information, directives and policies on behalf of the BOCC
- ✦ Assume full management responsibility for all assigned services and activities for Budget/Finance; 911 Communications; Community Development & Tourism; Development Services; Emergency Management; Fairgrounds/4-H; Information Services; Historic Preservation; Human Resources; Library; National Heritage Area; Public Health; Road & Bridge; and Human Services (for issues not governed by the State's DHS policies and procedures) and any other department established by the BOCC.
- ✦ Coordinate use of Legal Services with Counsel.
- ✦ Perform other job relate duties and responsibilities as required and or assigned by the BOCC.

Nature of Contact with Others:

This position will have contact with citizens, County staff members, business professionals, and other governmental agencies on a daily basis to provide information, to coordinate meetings, to make presentations, to supervise staff and to administer policies on behalf of the BOCC. The nature of the contact will be both verbal and written communication.

Responsibility for property, materials, money, and confidential information:

This position is responsible for the equipment used in the performance of the job including vehicles, telephone, computer, fax, printer, digital camera, copier, and calculator. Confidentiality regarding BOCC meetings, personnel and legal matters is subject to the Colorado Open Records Act or other statutory requirements.

Work Environment/Physical Requirements: This position requires working in an office environment primarily, where there is occasional noise. There may be some duties performed off site and/or at outside locations if necessary and beyond normal working hours. The employee may be exposed to various weather conditions while performing duties outside. While performing the duties of this job, the

employee is regularly required to stand, sit, walk, bend, stoop, climb, working with others, and perform repetitive movement. Position also requires occasional movement of some equipment and supplies and ability to lift/lower, carry, reach above or push/pull up to 25lbs.

Minimum Requirements:

Education and Experience

- Bachelor's degree in Public Administration, Business Administration, or a related field and a minimum of 5 years senior level management experience; experience in the public sector is preferred. or any equivalent combination of training and experience which provides the required knowledge, skills and abilities; a minimum of 5 years of senior-level management preferred.

Required Knowledge, Skills and Abilities:

- Knowledge operations, services and activities of government including concepts of administrative relationships within the County;
- Knowledge of principles and practices of public administration;
- Knowledge of the principles of employment practices such as supervision, training, performance evaluations;
- Knowledge of the rules and regulations governing public meetings;
- Knowledge of pertinent Federal, State, and local codes, laws and regulations;
- Excellent verbal and written communication skills;
- Ability to respond to inquiries or complaints from and to establish and maintain positive working relationships with Boards, the business community, consultants, developers, governmental agencies, and the general public
- Ability to work with mathematical concepts such as probability and statistical theory; apply concepts such as fractions, percentages, ratios and proportions to practical situations
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents
- Ability to define problems, collect data, establish facts, and formulate conclusions
- Ability to effectively present information to other county staff, public groups and/or the BOCC
- Computer skills: Intermediate to advanced proficiency using Microsoft Office applications including Excel, Word, PowerPoint and Outlook
- Office Equipment: Ability to operate standard office equipment including telephones, calculators, copiers, fax machines, cell phone, etc.

Other Requirements:

- Valid Colorado Driver's License
- Must pass background check

This description is not intended and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to reflect the principle job elements essential for making compensation decisions.