ADAMS COUNTY
COLORADO

# DIRECTOR OF PEOPLE AND CULTURE

## Adams County, CO

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# The Opportunity

Adams County, one of Colorado's fastest-growing and most innovative counties, is seeking a visionary Director of People and Culture to lead a customer service focused strategy for a workforce of approximately 2,800 employees. This executive leadership role is a unique opportunity to champion employee experience, organizational culture, leadership development, and workforce excellence across a dynamic public-sector organization. The successful candidate will be a servant leader committed to professional governance and continuous improvement.

# About Adams County

With rich traditions and history, Adams County seamlessly blends suburban convenience with rural charm—offering vibrant cities, welcoming small towns, and abundant recreational opportunities. Located northeast of the Denver metro area, Adams County is Colorado's fifth-largest county serving a diverse population of more than 540,000 residents. Adams County is 17 miles north to south, 72 miles east to west, for a total of 1,224 square miles. The county encompasses the cities of Brighton (the county seat), Commerce City, Federal Heights, Northglenn, and Thornton, as well as portions of Arvada, Aurora, and Westminster, along with smaller towns and unincorporated communities.

Adams County is experiencing dynamic growth, attracting new residents and businesses that contribute to a thriving economy and vibrant community. As one of Colorado's fastest-growing regions, it stands as an example of social equity and economic opportunity, where diversity and innovation are valued and celebrated. The BoCC and dedicated staff are committed to delivering responsive services that meet the evolving needs of the community.

Learn more about Adams County here!








# County Governance & Operations

Adams County is governed by the BoCC, who is supported by a professional County Manager who oversees day-to-day operations. The County Manager works closely with elected officials, two Deputy County Managers and an Executive Deputy County Manager along with various department directors, and community partners to implement strategic priorities and enhance service delivery.  The Director of People and Culture would report directly to a Deputy County Manager. Adams County operates on an all-funds budget of $836 Million, including a capital fund budget of $22.7 Million. These funds allow the county's more than 30 departments and offices to employ nearly 3,000 regular full-time employees (RFT) and to provide essential services to the community.  The County Manager has direct oversight of nearly 1,800 employees, with an additional 1,100 employees who report to elected offices.

# The Department

The Department of People and Culture in Adams County serves all 2,800 team members across county government functions and is supported by a People and Culture team of approximately thirty-eight human resources professionals with an annual budget of $41,390,000 lead by the Director and Deputy Director of the Department.

The department includes specialized functions in:

- Recruitment and Talent Acquisition
- Learning and Development
- Benefits
- Employee Relations
- Compensation
- Organizational Development

**$41.4M**
Operating Budget

**38FTE**
Employees








# The Position

The Human Resources Director or Director of People and Culture leads the County's Human Resources department and is accountable for the quality, consistency, timeliness, and effectiveness of its services. The Director provides strategic and operational leadership to the Department, including recruitment, learning and development, benefits, employee relations, compensation and classification, human resources information and reporting, workforce planning, and employee engagement. The Director advises executive leadership, departments, and elected offices on workforce needs and organizational performance and implements approved workforce strategies. The Director builds trust through clear communication, consistent practices, objective advice, and follow-through. Key responsibilities include:

- Lead the People and Culture team, establish departmental priorities, assign responsibilities, and align staffing and resources with approved county goals. Develop strong partnerships with the leadership team and elected officials.
- Lead practical learning and leadership development that strengthens supervision, performance management, employee development, and succession readiness.
- Deliver dependable human resources services and improve processes in response to demonstrated organizational needs. Set clear expectations for functional managers and staff, review performance, provide coaching, and address performance concerns. Verify completion and quality of delegated work and ensure corrective actions are implemented and sustained.
- Work across the organization to implement approved programs and deliver initiatives and training. Convert approved recommendations into implementation plans with accountable owners, milestones, resource requirements, and measures of success. Evaluate results and adjust practices when changes do not achieve their intended outcomes.
- Support an inclusive, respectful, and welcoming workplace through consistent management practices and opportunities for employees to contribute and develop.
- Create and implement workforce and organizational development strategies that expand professional opportunities for employees and help them contribute positively to the county and the community. Use customer feedback, operational assessments, and performance data to identify needed improvements.










# The Position (cont.)

- Develop and implement policies, procedures, goals, objectives, and initiatives that support the county's norms, values, mission, and vision. Administer approved policies consistently within the County's governance structure and coordinate legal questions with the County Attorney.
- Direct strategic planning and project management. Develop and administer the department budget and oversee contracts, vendors, and technology supporting human resources services. Evaluate cost, service quality, workload, and capacity when allocating resources.
- Implement service agreements defining available services, customer and provider responsibilities, intake and prioritization processes, response and completion expectations, and escalation paths. Monitor performance, communicate delays and constraints, and resolve recurring service failures with functional managers and internal customers.
- Direct consistent employee relations processes for intake, triage, assignment, investigations, documentation, communication, and closure. Establish clear decision responsibilities and coordinate with the County Attorney and departmental leadership within their respective authorities. Monitor workload, timeliness, quality, and unresolved risks while protecting confidential information.
- Oversee compensation and classification practices, recruitment, retention, succession planning, and workforce analysis. Evaluate alternatives, resource implications, and implementation risks before recommending changes. Coordinate workforce and compensation proposals with Finance and executive leadership.
- Establish reliable workforce and service performance measures. Require appropriate validation of data and analytical methods used in recommendations, including compensation studies. Explain assumptions, limitations, and the level of confidence warranted by the evidence. Report meaningful trends, service gaps, and corrective actions to executive leadership.
- Identify material operational and personnel risks and escalate matters that require executive decisions. Present alternatives and recommendations clearly, including their implications for departments and elected offices.
- Connect the Commissioners' and Executive Leadership Team's vision to People and Culture priorities, human resources decisions, service commitments and measurable workforce outcomes.

# Qualifications

The following are the minimum requirements for the position of Director of People and Culture:

**Education:** Bachelor's degree in human resources, public administration, labor relations, or related field. A Master's degree in public administration or related field preferred.

**Experience:** Seven (7) years of increasingly responsible leadership experience in human resources, including at least three (3) years managing professional staff or human resources functions. Experience must include responsibility for multiple core human resources functions and demonstrated implementation of operational or service improvements. Senior human resources leadership experience in local government or a comparably complex public organization serving multiple departments and elected offices is preferred.

**License**: A valid Colorado driver's license is required or the ability to obtain upon hire.

# Salary & Benefits

The anticipated hiring range for the Adams County Director of People and Culture is **$160,723** to **$241,085**. The County will negotiate a highly competitive salary with the selected candidate that is commensurate with overall qualifications and experience. The County also offers a competitive benefits package which includes medical, dental, and vision coverage; life insurance; compensated leave; short-term disability; parental leave; and retirement benefits. Some additional benefits are described below:

**Defined Benefit Plan:** A 401(a) Defined Benefit Plan is provided by the County.

**Deferred Compensation:** A 457(b) Deferred Compensation Plan is offered by the County.

**Paid Leave:**

- Annual Leave: Eligible to accrue 4.62 hours per pay period, in accordance with policy.
- Sick Leave: Eligible to accrue 3.7 hours per pay period, in accordance with policy.
- Administrative Leave: Eligible to earn 12 administrative days per year (typically one day per month), in accordance with policy.
- Family Medical Leave: Eligible for the county's eight-week Family Medical Leave Plus program, in accordance with policy.

**Employee support:** An Employee Assistance Program (EAP), wellness programs, and on-site fitness/health centers are offered.

**Vehicle Allowance:** Executive-level employees receive a car allowance per month.

**Technology Allowance:** Executive-level employees receive a technology allowance per month.

For more information, explore the benefits of working at Adams County here.





# Application & Selection Process

Interested candidates are encouraged to **apply immediately** as résumés and cover letters will be reviewed as they are submitted and screened for consideration. Application deadline is COB on **Wednesday, December 30, 2026**. Interested candidates must submit a comprehensive résumé and compelling cover letter online at:

**www.mosaicpublic.com/careers**

**CONFIDENTIAL INQUIRIES ARE WELCOMED TO:**

Julie Baca | julie@mosaicpublic.com | 970.209.0404

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