

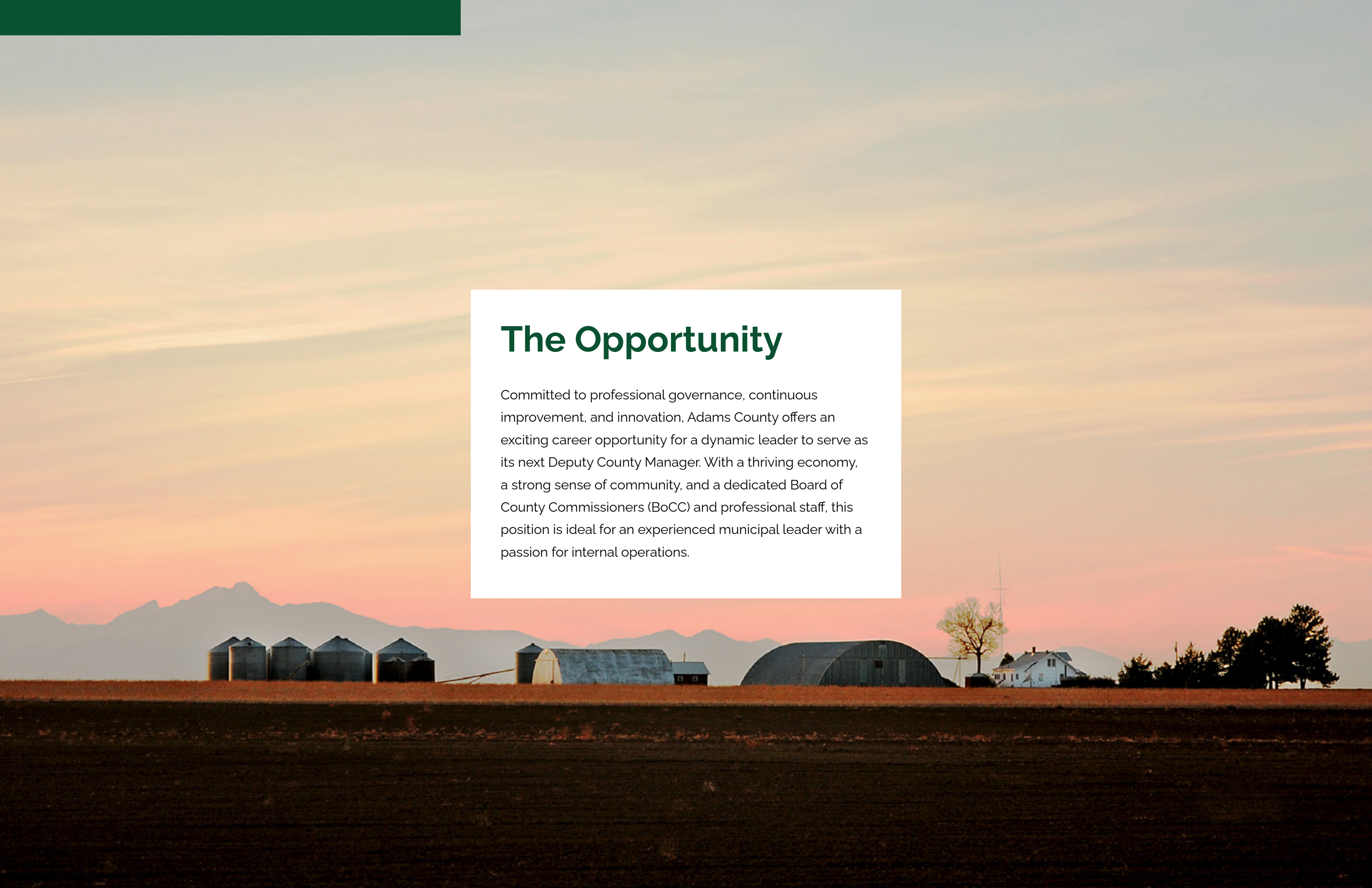


DEPUTY COUNTY MANAGER

Adams County, Colorado

Recruitment Services Provided By





The Opportunity

Committed to professional governance, continuous improvement, and innovation, Adams County offers an exciting career opportunity for a dynamic leader to serve as its next Deputy County Manager. With a thriving economy, a strong sense of community, and a dedicated Board of County Commissioners (BoCC) and professional staff, this position is ideal for an experienced municipal leader with a passion for internal operations.

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. Together with engaged residents, they work to ensure essential resources—like housing, which remains a challenge across Colorado—are accessible and affordable for all. This is critical, because despite a thriving economy, one in three Adams County residents are on Medicaid, and two in three qualify for public assistance programs, making the county's service delivery both critical and impactful.

Not only does Adams County surround Denver International Airport (DEN), but it is also home to the Colorado Air and Space Port (CASP). CASP is located on 3,400 acres of land, surrounded by over 7,000 acres of privately owned industrial property, and poised for growth. As one of the 15 FAA Licensed Spaceports in the country, CASP is well-positioned to take advantage of both the exceptional Colorado high-tech workforce and the outstanding connections available through DEN, located just seven miles away. This location offers hundreds of acres of development opportunities just 30 minutes from downtown Denver and less than an hour from major research universities and laboratories. While it is remote enough to safely conduct horizontal launch operations, it is close enough to meet the needs of future commercial customers located in the Denver metropolitan area and throughout the region. These natural advantages, combined with the resources available from Colorado's aerospace community, make CASP well-situated to further develop commercial space transportation in Colorado.

Enjoy a five-minute informational video about Adams County - [Welcome to Adams County!](#)





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, department directors, and community partners to implement strategic priorities and enhance service delivery. Two examples of important funded community partners are the 17 th Judicial District which encompasses Adams and Broomfield counties and the Adams County Health Department.

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, while over 1,100 employees report to elected offices. The County Manager oversees a broad array of services such as administrative support services to all offices, elected and non-elected. The Deputy County Manager will focus on internal services across all departments, including internal support and public facing services including Community & Economic Development; Public Works; Parks, Open Space & Cultural Arts; Human Services; and more. The Deputy County Manager also collaborates with elected officials, including the Assessor, Sheriff, Clerk & Recorder, Surveyor, Treasurer and Public Trustee, Coroner, and District Attorney. Collaboration is key, given each elected office operates autonomously but is still centrally funded by the commissioners.



\$ 836M

All Funds Budget



2734 RFT

Employees

The Position

This Deputy County Manager (DCM) position is part of the County Manager's executive leadership team. This individual will lean into the complexities of highly visible portfolio projects which advance the County Board's vision involving numerous stakeholders leveraging their team's assets and those of their peers across the organization to ensure maximum success. The position requires a self-aware leader who will excel in a cohesive team environment, demonstrate high performance habits, possess well-defined leadership principles and a growth mindset while focusing on the establishment of a culture of continuous improvement.

This DCM will have primary oversight of the County's internal services departments, including People and Culture (P&C), Information Technology and Innovation (ITi), Fleet and Facilities Management (FFM), and Communications. The Deputy County Manager will have skill and experience in the following areas:

- Strong operational background, which could include experience in employee relations and human resources, technology project development, facilities management, organizational development, strategic communications planning, fleet management, and other internal services.
- Strong financial acumen including long-term financial planning and experience in balancing local government financial needs and capital improvements.
- Knowledge of the theories, principles, and practices of organizational analysis, management, and public administration.

- Ability to establish budgets and capital improvement programs and effectively and efficiently organize large service-oriented operations.
- Demonstrates success in creating systems/processes that balance fiscal responsibility with human-centered service delivery.
- Ability to lead the alignment of internal service departments to deliver a seamless "shared services" experience for employees and departments.
- Knowledge of the federal, state and local laws, statutes, ordinances, rules, and regulations pertaining to local government operations.
- Strong leadership and management skills with demonstrable experience in leading through subordinates, assigning projects with timelines and ultimate accountability for effective implementation.
- Knowledge of the principles and practices of leadership, motivation, team building, and conflict resolution.
- Demonstrates care for people first in decision-making, ensuring operational changes or cost-saving measures are implemented with empathy and transparency.





Ideal Candidate

The ideal candidate is a visionary leader committed to continuous quality improvement; innovation, customer service, and performance management are essential. In addition to being a highly ethical and qualified servant leader, the Deputy County Manager must be an experienced county or municipal executive with certain traits that will lead to success.

- Adept at coordinating the flow of information and advice from both elected officials and department directors to a board.
- A passionate public servant able to anticipate and prepare innovative service delivery solutions in an evolving and changing system.
- Able to guide the county through a period of change, growth, and opportunities with collaboration and integrity.
- A curious and compassionate system thinker who can weave the important priorities of the residents with the community partners both within and outside the county's boundaries.
- Someone with a strategic mindset capable of building effective teams with a customer focus.
- A results-oriented manager who builds effective relationships through a shared passion and commitment to Adams County to best serve the various communities.
- Able to make high-quality and timely decisions, including analyzing relevant information, weighing consequences, and selecting the most appropriate course(s) of action.
- An empathetic leader able to see things from another person's point of view, including being receptive to and accepting alternative opinions and/or ideas.

Qualifications

The following are the minimum requirements for the position of Deputy County Manager:

Education: Bachelor's degree in Business Administration, Public Administration, Public Policy, Business or related field. A Master's degree in Public or Business Administration is highly preferred.

Experience: Minimum ten (10) years of progressively responsible experience in local government or similar organization, with significant experience at a senior level interacting with elected officials and other stakeholder groups.

Certification: ICMA certification preferred.





Salary & Benefits

The anticipated hiring range for the Deputy County Manager is **\$220,000 to \$235,000**. The County Manager will negotiate a highly competitive salary that is commensurate with overall qualifications and experience with the selected candidate. 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.

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

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

For more benefit 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. Interviews are scheduled to take place in January. 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

Bryan Noblett | bryan@mosaicpublic.com | 916.550.4100

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