



**ROUTT COUNTY, COLORADO
COUNTY MANAGER**

Salary Range: \$175,000 - \$190,000

[EXECUTIVE SEARCH PROVIDED BY KRW ASSOCIATES LLC](#)



THE COMMUNITY

Routt County, Colorado, with a population of over 25,000, is located in beautiful Northwest Colorado and comprises the Steamboat Springs Metropolitan Statistical Area. Routt County covers over 1.5 million acres, including approximately 755,000 public acres (50%) and approximately 710,000 agricultural acres (47%). Routt County is known for its skiing and outdoor

tourism, but it is also an agricultural county with strong family values. Natural resource development is an important component of the county's economy. Routt County offers distinctive western lifestyle, community character and many business opportunities. The City of Steamboat Springs is the county seat and home to over 12,000 residents. It is an employment center, well-known tourist destination and a growing location-neutral workforce. The towns of Hayden, Oak Creek and Yampa comprise other incorporated communities within the County. Each has their own unique character and history. Numerous attractions and activities occur year-round in those areas. Routt County has significantly limited unincorporated development, with a few small unincorporated communities that celebrate their own uncrowded rural lifestyle, natural beauty, and outdoor recreation opportunities.

Routt County is well known for its outdoor recreation and home to the Steamboat Ski Resort with multiple other hiking, biking, hunting and motorized recreation areas. Access to several state parks and national forest land within Routt County offer other diverse recreational benefits. In addition, Routt County has a healthy and diverse business community, with a wide range of resources to meet the needs of employers and their employees.

The Yampa Valley Regional Airport is owned and operated by Routt County and offers both commercial flights as well as a vibrant general aviation service to the entire region. The airport is located in Hayden, approximately 22 miles west of Steamboat Springs. United, Delta, American and Southwest Airlines have flights and increased service has been added to the summer schedule.



County Government

Routt County is governed by the Board of County Commissioners (BCC). The BCC appoints the County Manager to direct the day-to-day operations of Routt County through the policies and direction of the BCC. The County Manager is responsible for the efficient management of the business and concerns of the County. The County employs approximately 300 FTEs in nineteen departments.

Routt County has a strategic vision: <https://www.co.routt.co.us/459/Commissioners-Strategic-Vision>. The strategic vision guides decisions for the Commissioners and Departments. Routt County prides itself on the County's strong financial position. The County has a history of planning ahead for asset and infrastructure replacement and avoiding debt. Routt County's "pay as you go" policy is a point of pride and results in a balanced budget. The 2021 Routt County budget projects



\$63.9M in revenues and \$69.0M in expenses with a year-end reserve of \$52.3M. The 2021 budget is separated into Governmental Activities and Business Type Activities. Governmental Activities include the County's basic services, such as Property Tax Administration, Public Safety, Human Services, Community Services, Road and Bridge and Administration. Business Type Activities include the Yampa Valley Regional Airport (YVRA), the Regional Building Department, the

Phippsburg Water and Sanitation System and the Milner Sanitation System. The county also has under construction a new \$10 million health and human services building.

MISSION: *To efficiently deliver a balance of public services and infrastructure to provide a safe and healthy place to live for current and future generations.*

VISION: *Using a continuous improvement culture, Routt County provides high quality services to the community.*

CORE VALUES:
TRUST -- INTEGRITY -- EFFECTIVENESS -- EFFICIENCY
FISCAL RESPONSIBILITY

Leadership Challenges

- **Strategic Vision Implementation:** The Commissioners completed a strategic vision. The new County Manager will be responsible ensuring that each department develops a strategic plan based on the Commissioner's vision and implements this plan
- **Communication:** Effective communication with the County Commissioners, other elected officials, staff, and the community at large will be a high priority for the new County Manager.
- **Enterprise Resource Implementation:** Implementation of a new Enterprise Resource Planning (ERP) system is underway, and the new County Manager should be familiar with all aspects of Enterprise Resource Management (ERM), including accounting resources and financial management.
- **Recruitment and Succession Planning:** The potential turnover of long-term employees may necessitate the need for effectively dealing with change management as new team members are brought on board.
- **New Master Plan:** A new master plan update is underway, and a new county manager should be able to demonstrate proficiency in master planning and how to garner community input.



The Position

The County is seeking an energetic, experienced, and creative administrator who is a proven leader and can develop a productive working relationship with a diverse group of people. The next County Manager will be an exceptional communicator with the ability to collaborate and engage with the Board of County Commissioners, staff, business owners, and community members. The ideal candidate will be expected to demonstrate a keen understanding of emerging economic issues in Routt County including affordable housing, transportation, broadband access, recreational tourism and natural resource development. Routt County continues to maintain a strong agricultural base, but is quickly adapting to a more tourism/hospitality driven economy. Accordingly, the successful candidate should understand public lands management, have the ability to balance growth pressures and demonstrate strong intergovernmental skills. Additionally, he/she should have excellent communication skills, be a team builder, exhibit savvy leadership and be adept at delegating important duties and responsibilities. The County is seeking a “visionary” who will foster long-term relationships and develop organization-wide transparency, accountability and flexibility. The ideal candidate will have the ability to skillfully guide the Commissioners and County staff through the decision making and policy making process. The successful candidate will be of strong character, trustworthy, and ethical. A process-oriented individual with strong finance and budgeting skills will be successful. A respect and understanding of the unique role of county government, including the ability to work with a variety of elected officials will be a plus. The ideal candidate will be accessible to staff, lead by example, and support a positive working environment and organizational culture. The successful candidate will maintain a high level of accountability and prioritize activities to align with the strategic mission of the organization.

Compensation and Benefits

The salary range for the County Manager is negotiable and dependent upon qualifications. The current salary range is \$175,000 to \$190,000.

In addition, the County offers a competitive benefits package that includes a comprehensive medical plan, Health Savings Account, 401(a), 457 and ROTH Retirements savings plans, Dental/Vision plans, Paid Holidays, Sick and Personal Leave & vacation and other benefits.

Education & Experience

A minimum qualification is a bachelor’s degree from an accredited college or university in public administration, business administration or a related field. A master’s degree is preferred. A minimum of 5 years experience as a City/County Manager, Assistant City/County Manager, Department Head or equivalent. An equivalent combination of education and experience will be considered.

Application Process

Applications will be accepted electronically through April 30, 2021 at 5:00PM (MDT). **The position may be open until filled.**

Apply to:

KRW Associates LLC, apply@krw-associates.com. To be considered for this opportunity applicants must submit a cover letter, current resume and six professional references.

Questions should be directed to info@krw-associates.com