

# Mesa County, Colorado

## Seeks An Experienced County Administrator



Mesa County



Mesas, Monuments  
and Memories

*Creating a community of opportunities for all residents with a focus on the future.*

## **MESA COUNTY MISSION STATEMENT**

In partnership with citizens, Mesa County government will maintain and enhance quality of life by providing effective community services that ensures public health, safety, and well being in a transparent and equitable way.

### **POSITION OVERVIEW**

The County Administrator is appointed by and reports to a three member Board of Commissioners. The County Administrator directs, administers and coordinates the activities of Mesa County in accordance with policies, goals and objectives established by the Board of Commissioners; assists the Board in the development of county policies and goals that cover county operations applicable to the job and provides administrative support to the Board of Commissioners in implementing the directives of the Board.

Major job responsibilities include:

- ◆ Responsible for the implementation of goals, programs, policies and procedures established and approved by the Board of Commissioners.
- ◆ Directs, oversees and participates in the development of the County's work plan; assigns work projects and programs; monitors work flows; reviews and evaluates work products, methods and procedures.
- ◆ Continuously monitors and evaluates the efficiency and effectiveness of the County's organizational structure, staffing patterns, service levels, administrative systems and implements improvements.
- ◆ Selects, trains, motivates and evaluates department directors; implements discipline and termination procedures.
- ◆ Oversees the development of the annual county budget, applicable to those departments under direct control in accordance with the directives of the Board of Commissioners.

### **MESA COUNTY**

Provides multiple services to the citizens of Mesa County. Mesa County has approximately 1000 employees housed in 71 buildings, \$164 million budget and maintains 512+ acres of parks and open spaces.

Please visit [www.mesacounty.us](http://www.mesacounty.us) for more information.

### **CANDIDATE PROFILE**

The successful candidate will:

- Possess a Master's degree from an accredited college or university in public administration, or a related field. Have a minimum of six years of progressively responsible local government management experience preferably at the level of Administrator or an equivalent combination of education and experience.
- Have strong budgeting and finance skills.
- Establish and maintain positive collaborative relationships with various community agencies and promote quality customer service to the general public.
- Have personal characteristics, demonstrated through work results, that include credibility, trustworthiness, and integrity.
- Be politically astute, while performing duties in an impartial, thorough and non-political manner.

The gateway to Western Colorado, as Mesa County is known, is filled with variety in landscape and culture. Mesa County, Colorado encompasses the sandstone canyons of the 20,000 acre Colorado National Monument, wine vineyards and fruit orchards, the Grand Mesa (the world's largest flat-topped mountain) with its 200 lakes, the Colorado River as it heads into Utah, and on-going excavations for Dinosaur remains. There are 3,299 square miles of unincorporated area throughout the county. Grand Junction is the largest city between Salt lake City, Utah and Denver, Colorado; therefore it serves as a regional hub for services, entertainment, shopping, education and medical technology and services.

Mesa County enjoys a mild, high-desert climate and 280 days of sunshine per year, with low humidity and moderate temperatures. In addition to the climate, Mesa County has many natural features that make it an attractive place to visit and live.



Downtown Grand Junction

The City of Grand Junction, the largest municipality in Mesa County, is located in a valley at the confluence of the Colorado and Gunnison Rivers. At an elevation of 4,586 feet, Grand Junction is surrounded on all sides by mountains reaching heights of 10,500 feet. The population of Mesa County is more than 145,000.

Mesa County residents and visitors from all over the world enjoy the hiking, rafting, mountain climbing, bicycling, camping, fishing and hunting opportunities of the area. Following the Colorado River through the County is the Riverfront Trail, used by walkers, bicyclists and rollerbladers. Culturally, the County enjoys the presence of the Grand Junction Symphony, the Museum of Western Colorado, the Dinosaur Journey Museum, the Western Colorado Center for the Arts, and the Cross Orchards Historic Site.

Shoppers can take advantage of the Grand Junction Downtown Shopping Park with its shops, fountains, historical buildings and Art On the Corner or can visit the several shopping malls. Grand Junction boasts numerous city parks, including centrally-located Lincoln Park which offers golf, tennis, swimming, a water slide and picnic areas.

## OUR CULTURE

Mesa County is renowned for safe and healthy communities working together to maintain community identity, clean air and water, good jobs, recreational opportunities, mobility and educational opportunities through planned growth and a thriving economy.

Mesa County is an area where citizens are encouraged and enabled to achieve their goals in conjunction with progressive local governments.

Mesa County is improvement driven; where the staff is encouraged to push for operational efficiency. This is an environment where personal responsibility is encouraged. Mesa County is open to and accepts diverse opinions and work styles. County staff and departments are responsive to a growing population with a variety of needs and expectations. We continually seek new ideas and better ways of doing things.



The Grand Mesa



Mount Garfield

## COMPENSATION AND BENEFITS

Mesa County is seeking the most qualified candidate for the position of County Administrator. The annual compensation package for this position is highly competitive and commensurate with qualifications and experience. The annual salary range is \$104,000 - \$145,700.

Mesa County offers a competitive medical plan which includes a medical office for employees and their dependents. Other benefits include dental, vision, flexible spending accounts (unreimbursed medical and dependent care), long term disability and life insurance. Our leave plan includes 10 paid holidays and generous sick and vacation benefits. The retirement plan is through Colorado County Officials and Employees Retirement Association (CCOERA). Effective on an employee's hire date, the employee contributes 3% of their monthly salary with 100% vesting in the County's 3% matching contribution to their retirement fund after completion of three years. Additional voluntary contributions and matching (based on years of service) are available with a deferred compensation account.



Powderhorn Ski Resort

## SELECTION PROCESS

Following the closing date of Friday, September 10, 2010, applications will be screened in reference to the criteria as outlined. All applicant information should include a Mesa County employment application, cover letter, resume, and professional references. References will not be contacted until a mutual interest in the position has been established. All candidates will be advised of their status once finalists have been selected.

All resumes are subject to disclosure in accordance with the Colorado Sunshine Law.

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Grand Mesa Byway

