



Archuleta County, Colorado County Administrator

Slavin Management Consultants

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About Archuleta County, Colorado

As a gateway to the Four Corners area, Archuleta County is the perfect launching point for both travelers and residents who desire a stunning introduction to the Southwest. Nestled in the beautiful San Juan Mountains at 7,000 feet on the western slope of the Continental Divide, Archuleta County offers more than 300 days of sunshine, clean air, close proximity to a number of national parks, and 3 million acres of national forest surrounding the area.

Hundreds of years ago, Native Americans traveled to Pagosa Springs to bathe in the relaxing hot



Archuleta County



springs. Many settlers joined them in the early 1890s. This is still true today as many residents and tourists alike come to soak in the natural hot springs. The natural environment remains as the region's chief economic asset.

The San Juan Mountains offer majestic views and winter months offer a long ski season at Wolf Creek Ski Area. People also come to Pagosa Springs for the relaxing, yet energetic, atmosphere that is present in the area's everyday lifestyle.

As the pace of urban living continues to accelerate, an increasing number of individuals and owners desire a place where traditional family values still exist along with low crime rates, good schools, excellent quality of life, wide open spaces and a reasonable cost of living. Pagosa Springs and Archuleta County offer the perfect match to all of these traditional values.

About The Government

The Board of County Commissioners is comprised of three members elected to staggered four-year terms. Each Commissioner is elected from a District and, in turn, the Commissioners annually elect a Chairman from the members of the Board.

The Board has important responsibilities in County government. They exercise a great deal of judgment and are the policy makers for the County. They establish the overall budget and ensure the administration of the County is efficiently accomplished.



annually establish the other elected officials' operating budgets.

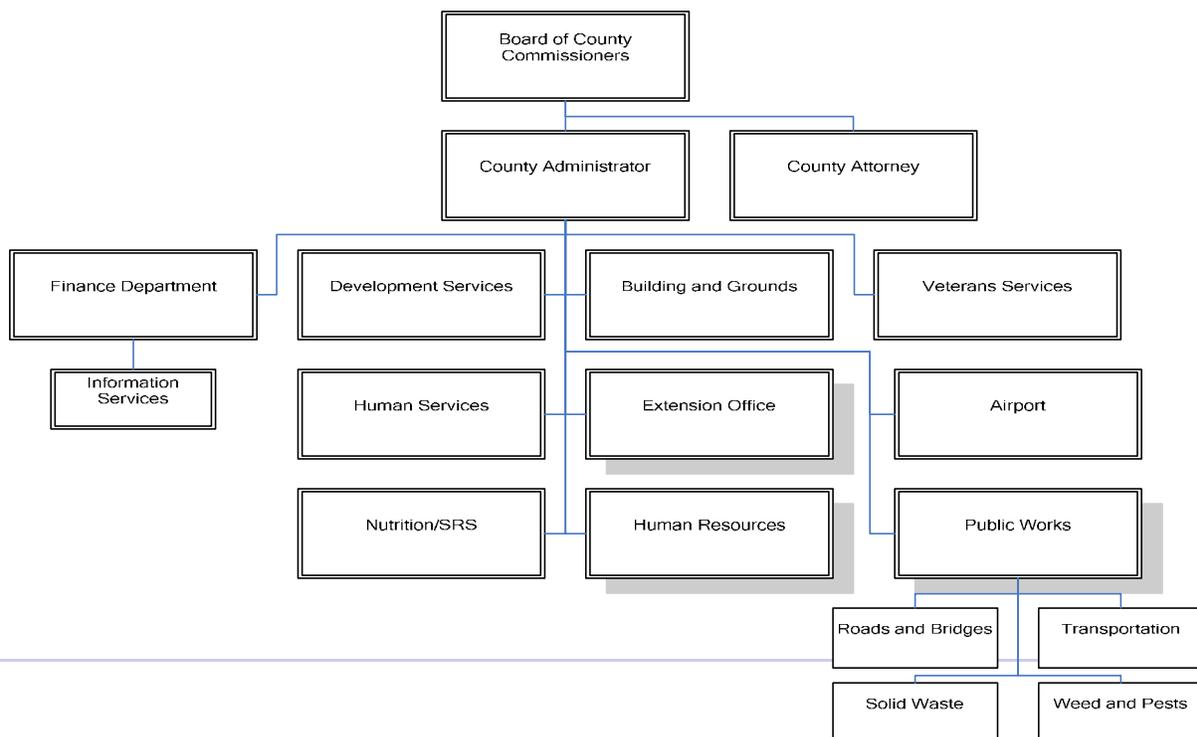
County Commissioners have a number of advisory and regulatory boards reporting to them. Through their interaction with these boards the Commissioners make important decisions regarding the direction of County government. In many cases the Board of

County Commissioners work closely with other elected officials, such as the Assessor, County Clerk/Recorder, Sheriff, Treasurer, Coroner and Surveyor. Although the Commissioners do not have direct authority over these other elected officials, the Commissioners

County Commissioners is the final arbiter over decisions made by lower boards.

The Board of County Commissioners sets the direction and vision for the County.

Organizational Structure



About the Position of County Administrator

The County Administrator is responsible for managing all operational matters for the non-elected departments of the County within stated policies of the Board of County Commissioners. One of the major functions of the County Administrator is serving as the County Budget Officer. In this capacity the Administrator coordinates the preparation of the fiscal budget and presents it to the Board of County Commissioners for approval. The Administrator is then responsible for managing and controlling expenditures as budgeted and appropriated.

The County Administrator is responsible for the County personnel functions to include assignments of staff work, interpretation of programs and

policies for staff and department heads, initiation and management of disciplinary action, interviewing and selection of staff and scheduling work time.

Other duties include representing the County in professional matters with local, state and federal agencies and organizations to accomplish the goals and carry out the agenda of the County and Board of County Commissioners.

The County has 148 full-time



employees and an annual general fund budget of \$16M and a total budget of \$25.7M.

Minimum Qualifications

The ideal candidate will have a Bachelors degree and five to seven years of progressively responsible experience. A Master's degree is preferred.

The selected candidate will also have a strong grasp of government related issues and be able to make decisions. The Administrator will lead by example and set a

standard for all other County employees.

Mission Statement



Archuleta County is committed to representing all our citizens and to providing services in an expeditious and professional manner. We pride ourselves as a proactive, forward-thinking community and encourage our employees to think outside the box in extending services to our community. We value respect, honesty and open communication.

Issues, Attributes and Opportunities

- Exhibit sound financial stewardship and operate the government in an effective and efficient manner.
- Recruit and retain key staff members such as Airport and Community Services Directors.
- Work closely with citizen committees responsible for providing guidance to County government.
- Ability to work with small group of Commissioners and balance needs of group.
- Ability to effectively deal with media and handle scrutiny of public inspection.
- Creatively examine revenue streams and identify new sources for revenue.
- Employee staff was recently cut from 217 employees to 148. New administrator must effectively manage a small group of employees who provide a full spectrum of services.
- Improve County road systems and move plan forward. Create public improvement districts.



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Visit Archuleta County on the
Web!

www.archuletacounty.org

If you are interested in this excellent opportunity, please submit your resume to:

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The position is considered open until filled. The initial screening of all resumes will be on May 1, 2008.

Salary will be based on qualifications.

In accordance with Colorado Public Records Laws, the names of finalists will be made public prior to appointment.