



ASSISTANT COUNTY MANAGER FOR COMMUNITY & ECONOMIC DEVELOPMENT

Revision Date: **December 2025**

Status: **FULL-TIME**

FLSA Status: **EXEMPT**

Reports to: **County Manager**

Department: **Community &
Economic Development**

Job Grade: **46**

POSITION SUMMARY:

This position serves as a member of the County's leadership team, modeling organizational excellence, problem-solving, continuous improvement, equitable service delivery, and employee development. The role leads Community and Economic Development functions as assigned and may be dedicated to specific program areas or serve in a flexible leadership role based on organizational needs. Executive-level administrative, analytical, and technical support is provided to the County Manager in support of decision-making and policy direction, along with management of a variety of special initiatives.

Leadership includes advancing initiatives that address the unique economic conditions of rural Colorado, including housing availability, workforce shortages, and tourism seasonality. Work is performed in close partnership with the County Manager, Assistant County Managers, and Department Directors to carry out the policies and priorities of the Board of County Commissioners, with responsibility for day-to-day operations and long-range planning within the assigned portfolio.

This position operates within a results-focused culture that emphasizes accountability, collaboration, and delivering tangible outcomes for the community.

Responsibilities involve complex professional and administrative work across a broad range of County operations, requiring sound judgment, initiative, and independent decision-making.

This role offers the opportunity to shape the long-term economic future of a rural Colorado community at a pivotal moment of growth, investment, and infrastructure development.

SUPERVISION:

Supervises: Manages all employees of assigned programs and is responsible for the performance management and hiring of the employees within that program.

Supervision Received: General direction; works under the supervision of the County Manager.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:



STRATEGIC ECONOMIC LEADERSHIP & POLICY:

- Serves as a senior advisor to the County Manager and Board of County Commissioners on economic development policy, land use policy, and community priorities.
- Assists in the development, execution, and monitoring of the County's strategic plan.
- Provides senior-level economic and community development policy leadership.
- Develops and executes economic development strategies to improve resiliency and sustainability.
- Leads, manages, and executes complex, multi-jurisdictional projects.
- Serves as the County's primary liaison to the business community, economic partners, and community organizations.
- Promotes a business-friendly environment while maintaining environmental standards and community priorities.
- Provides executive-level leadership to sustainable tourism and outdoor recreation initiatives.
- Serves as the County's liaison to local and regional economic development initiatives.
- Develops performance metrics to evaluate economic, social, and organizational outcomes.
- Monitors local and regional economic indicators to inform policy decisions.
- Leads the pursuit and coordination of external funding opportunities to support economic development initiatives and community investment.
- Collaborates closely with municipalities, the Tourism and Prosperity Partnership, Western Colorado University, Gunnison Valley Health, Region 10, and others to support holistic regional economic development.
- Leads and represents the County on internal and external committees and task forces.
- Facilitates complex conflict resolution with developers, governments, and private stakeholders.
- Attends and presents at Board of County Commissioners meetings and Planning Commission meetings.

DEPARTMENT LEADERSHIP & PEOPLE MANAGEMENT:

- Provides executive oversight, management, and supervision of the Community & Economic Development Department, including land use planning and development activities, building review and inspection, and compliance with applicable standards.
- Assists with the development and delivery of leadership and management programs for County staff.
- Provides leadership and management of any other assigned component of the organization or special projects.
- Motivates, aligns, and inspires employees to achieve results for our residents and customers, and exceed expectations articulated in departmental strategic business plans.

OPERATIONS & REGULATORY OVERSIGHT:

- Provides oversight and directs the implementation of internal operations, including planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, imposed regulations, codes, and/or standards.
- Reviews, analyzes, and improves County development review processes in support of economic and environmental sustainability goals.
- Provides a high level of customer service in the delivery of development review services for the County.



BOARD & STAKEHOLDER GOVERNANCE:

- Leads staff support and facilitates meetings, with the respective chairs, of Planning Commission, Environmental Health, Sage-Grouse Strategic Committee, Sustainable Tourism and Outdoor Recreation Committee, and Board of Adjustment boards.
- Represents the County in regional, state, and intergovernmental forums related to economic development, planning, and community initiatives.

FINANCIAL & EXECUTIVE ADMINISTRATION:

- Develops and administers assigned budgets; approves expenditures; reviews financial statements; and manages assigned financial operations.
- Acts as the County Manager when the County Manager is unavailable and this authority has been properly delegated.
- Provides advanced administrative assistance to the County Manager; develops complex reports and correspondence.
- Assists in the administration of resources, activities, and functions of the County.
- Performs all other appropriate duties and tasks as assigned.

QUALIFICATIONS/EDUCATION:

- Minimum: A bachelor's degree in Planning, Public Administration, Economic Development, Business, Political Science, Public Policy, or a related field and 10 years of leadership and management experience, including experience overseeing complex programs, projects, or development activities.
- Demonstrated experience delivering results for customers and community stakeholders.
- Demonstrated experience obtaining grants and stakeholder support to fund projects.
- Demonstrated experience in negotiating complex agreements.
- Preferred: A master's degree in Planning, Business, Public Administration, or a related field.
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KNOWLEDGE/SKILLS:

- Principles and practices of public administration, governmental budgeting procedures and multi-funded financing operations; information management and personnel administration, including goal setting and program budget development; and implementation of strategic planning and process improvement methods.
- Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
- Proven senior leadership and management knowledge and skills.
- Ability to quickly align resources and processes to achieve desired results.
- Ability to maintain and enhance complex relationships both within and outside the organization.
- Ability to train and counsel management staff and employees in effective supervisory and personnel practices.
- Outstanding written and verbal communication skills.
- Ability to successfully negotiate, facilitate, and mediate complex issues and resolve conflicts.
- Ability to review, synthesize, and develop recommendations for complex development applications.
- Ability to analyze, change, and enhance complex public processes to improve efficiency and customer service.
- Ability to complete complex research projects and synthesize results to provide effective recommendations for policy makers.
- Ability to plan and execute complex public engagement and communication plans.



- Strong proficiency with modern technology platforms, data tools, and digital communication systems.
- Ability to manage complex budgets.
- Background and experience with GIS systems.
- Understanding of Federal processes such as the National Environmental Policy Act, Endangered Species Act, floodplain management, and Section 404 of the Clean Water Act.

SPECIAL REQUIREMENTS:

- Must possess a valid Colorado driver's license.
- Completion of ICS 100, 200, and 700 within the first year of hire and ICS 300, 400, and 800 within 2 years of hire.

COMPETENCIES:

1. MANAGES FOR RESULTS
2. FISCAL ACCOUNTABILITY
3. TECHNICAL & FUNCTIONAL EXPERTISE
4. DECISION EXECUTION
5. HIGH-LEVEL COMMITMENT TO ORGANIZATION
6. EVALUATION OF EMPLOYEES
7. LEADERSHIP

PHYSICAL REQUIREMENTS:

STRENGTH

SEDENTARY - Exerts up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

MOVEMENT

STANDING – Particularly for sustained periods of time.

WALKING - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

HANDLING - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.

FINGER USE - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

REACHING - Extending hand(s) and arm(s) in any direction.

FEELING - Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.

AUDITORY

TALKING - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

HEARING - Perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as



when making fine adjustments on running engines.

VISION

NEAR ACUITY - Clarity of vision at 20 inches or less.

ADJUSTMENT - Correction of lens of eye to bring an object into sharp focus. Use this factor when requiring near point work at varying distances.

FIELD OF VISION - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.

EQUIPMENT UTILIZED

Office equipment such as computer, projector, copier, fax, etc.

Vehicles such as automobile, truck, etc.

COMPUTER USE

Frequently: 2.5 to 5.5 hours/day

DRIVING

Never/Occasionally: 0.25 to 2.5 hours/day

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Date: _____