



**Deputy County Manager**  
**Pitkin County, CO**  
**Salary Range: \$158,545—\$247,727**  
Depending on Qualifications

KRW Associates LLC is assisting with this search.  
**Deadline:** Monday, February 10, 2025 (5:00 PM MST)



# The County

Pitkin County is located in the heart of the White River National Forest, in western Colorado and is 975 square miles in size with approximately 90% of the land federally owned. As of the 2020 census, the County's population was 17,148 and includes the municipalities of Aspen (the county seat), Snowmass Village, portions of the Town of Basalt, and the unincorporated communities of Redstone, Thomasville, and Meredith. While Pitkin's population swells to 35,000 or more in peak tourism months, the small year-round population fosters a sense of close-knit community, with highly engaged residents and many opportunities for civic involvement. The County is situated approximately 3.5 hours from Denver, CO by car, with Highway 82 as the only major roadway in Pitkin County leading into and out of Aspen via I 70 at Glenwood Springs to the north and over the 12,000-foot Independent Pass to the south. The Aspen/Pitkin County Airport is the third busiest airport in the state, with direct flights to Denver, LA, Dallas Fort Worth, Chicago, Atlanta and Austin, Texas.

Best known for its four world-class ski resorts—Aspen Mountain, Aspen Highlands, Buttermilk and Snowmass, tourism is the mainstay of the local economy with arts, cultural and recreational events providing a year-round attraction.

Pitkin County is famous for its stunning natural beauty, with seven of Colorado's famous "14'ers" - mountain peaks of 14,000 feet in elevation. Recreational opportunities throughout the year include skiing, hiking, fishing and mountain biking. Outdoor recreation is an important thread that helps connect the Pitkin County community, and successful candidates for this position will exhibit a love for nature and the outdoors.



Pitkin County has two school districts, Aspen School District and Roaring Fork School District (RE-2), both featuring an extensive outdoor education program and small class sizes. The community places a high value on education and receives a high level of volunteer support.

Pitkin County was established in 1881 and became a home rule county in 1978 - one of only two in Colorado. The Home Rule Charter establishes the County's organization and structure. The five (5) member Board of County Commissioners ("Board") is the elected decision-making board for the County with all powers, duties, and functions of the County vested in the Board. The County Manager and County Attorney are appointed by the Board of County Commissioners. The County Manager's Executive Leadership Team is made up of two (2) Deputy County Managers, the CFAO Treasurer/Public Trustee, HR Director, and the Executive Assistant. The County has 32 departments in total. This position currently oversees the Airport, Public Works, Open Space & Trails, Telecommunications, Construction and Assets. To learn more, go to: [www.pitkincounty.com](http://www.pitkincounty.com) [Pitkin County, CO | Official Website](http://www.pitkincounty.com)





# The Position

The Deputy County Manager serves on the leadership team and provides policy and administrative direction to County departments as determined by the County Manager. This position:

- Assists the County Manager in direction and oversight of operations. Represents the County at meetings with the public and Board of County Commissioners (BOCC).
- Directs critical projects affecting all aspects of County operations. Serves as County Manager when assigned.
- Assists the County Manager in the administration of all resources, activities and functions of County departments and sections.
- Oversees and reviews current policies, guidelines and practices and presents or recommends alternatives for improving County operations.
- Participates in budget development and oversight of assigned departments and assists in determining County Strategic Plans and annual goals and objectives.
- Directs staff in preparation of BOCC meeting agendas. Follows-up on actions resulting from BOCC meetings. Continuously seeks ways to improve operations and services; streamline work processes and work cooperatively to jointly provide high quality customer service.
- Negotiates agreements which impact the County and serves as a liaison between agencies involved in multi-jurisdictional projects and programs.
- Acts in a primary role as the County's owner's representative on specific building construction projects, as requested.
- Demonstrates courteous and cooperative behavior when interacting with citizens, visitors, and County staff; maintains confidentiality of work-related issues and County information.



# The Ideal Candidate

- A professional trustworthy leader with project management and organizational development expertise.
- Experienced with local government structure and operations, including fiscal management.
- An effective communicator.
- Community-minded– is looking to integrate into the community and stay long-term.
- A team-builder and mentor who establishes and maintains effective relationships with management, co-workers, elected officials, the public and other stakeholders.
- Respectful, thinks critically, maintains perspective and manages well in day-to-day interactions.
- Flexible, adaptable and eager to lead any project, and/or be a thought partner with the County Manager and leadership team.
- A servant leader and team player who is curious, humble, authentic, calm under pressure and able to effectively oversee multiple large-scale projects and priorities.



## Opportunities & Challenges

This position will provide an opportunity to make a significant positive impact both internally and within the community. The County has several large and multi-year capital projects in process or on the horizon. Examples include: the Aspen/Pitkin County Airport (ASE) Modernization project; the Pitkin County Landfill Expansion Project; an Affordable Housing initiative; and multiple projects related to the Pitkin County Climate Action Plan.





# Qualifications

- A minimum of 3+ years of experience as a Director in a department or function with 10+ years of progressively responsible experience in area of expertise.
- A bachelor's degree in public administration, finance, economics, business administration, or a related field required. A master's degree in public administration is preferred.
- An equivalent combination of education and experience may be considered.
- Must possess a valid Colorado Driver's License and acceptable Motor Vehicle Record.



## Organization Mission

Pitkin County government provides valued and high quality public services supporting the health, safety and well-being of people and the natural environment.

## Organizational Values

Stewardship   Ethics   Excellence   Collaboration   Open Communication  
Positive Work Environment



# Compensation & Benefits

Salary Range: \$158,545—\$247,727 (DOQ)

- An option for a hybrid-remote work schedule. (Three (3) days / week in the office.) There is no requirement to live in Pitkin County, however it is anticipated the successful candidate will reside within the Roaring Fork Valley.
- Health, Dental and Vision Insurance
- Health Savings Account (HSA)
- Life & AD&D, and Long-term Disability Insurance
- Voluntary Insurance Plans (available for purchase)
- Retirement– Pitkin County Public Employees 401(a) Plan
  - 13% contribution by the County
  - 3-year graduated vesting
  - This plan is in lieu of Social Security.
- Voluntary 457 Deferred Compensation Plan
  - The County will match the employee contribution at up to 2% of gross salary.
  - Pre-tax contributions or after-tax /Roth option.
- Flexible Spending Account (FSA)
- Generous and Flexible Paid Time Off (PTO)
- Paid Holiday Leave - 13 days per year
- Housing & Relocation Benefits

**Note:** Housing is not provided, however Pitkin County offers a range of housing assistance programs. For qualified candidates these range from stipends to assist with costs of first and last month rent payments, down payment assistance, to a partnership in a deed restricted free market program. The County continues to explore ways to help ease the impact of the high cost of living in the area. For the successful candidate, relocation costs will also be considered if relocating from outside the immediate area. Candidates are encouraged to explore housing options; even with assistance, housing in the valley can be difficult.







## Apply Online

Open Positions | KRW Associates ([krw-associates.com](http://krw-associates.com))

Click on the [Position Information](#) then [Apply Here](#) at the bottom of the posting.

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## Questions?

KRW Associates LLC is assisting Pitkin County with this search.

Questions should be directed to: [info@krw-associates.com](mailto:info@krw-associates.com) or

KRW Managing Partner, Lorne Kramer | 719-310-8960, or

KRW Senior Associates, Mark Collins | 307-460-1941, or Gina McGrail | 303-249-9572.

Pitkin County, CO is an equal opportunity employer.

