Archuleta County, Colorado, is seeking a qualified individual to serve as Director of Development. This is an exciting opportunity to live, work and provide leadership to a growing County government located in beautiful southwestern Colorado.

Position Is Open Until Filled
Salary range of $65,863—$92,217 annual, DOE is negotiable and will depend on the qualifications of the successful candidate.

In addition, Archuleta County offers a benefits package that includes:

**Retirement:**
The County offers a 401(a) Plan and will match emp. contribution between 4% and 7% and an optional 457 (b) or Roth Plan.

**Medical Insurance:**
Two medical plan options are available for employee and dependents (PPO & HDHP/HSA).

**Dental and Vision Insurance:**
Available for employee and dependents

**Life/AD&D Insurance:**
$50,000 benefit

**Annual Vacation Leave:**
23 days/year

**Holidays:**
10 full-day holidays

**Exempt Employee Flex Days:**
40 hours a year

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**Archuleta County**

Pagosa Springs is the county seat of Archuleta County and is located in the Colorado Sunbelt, just 35 miles north of the New Mexico border and along the Western Slope of the Continental Divide. The combination of high desert plateau and Rocky Mountains to the north and east of town creates an unusually mild mountain climate. As a portal to the nearly 3 million acres of the San Juan National Forest and Weminuche Wilderness Area, Pagosa Springs is a doorway to four seasons of outdoor adventure which landed the Town in *Outdoor Magazine’s* top 10 “Best Towns in America” (2015) and *Men’s Journal* “20 Best Mountain Towns in America” (2017).

With a population of 12,244 in the Town and surrounding Archuleta County, Pagosa Springs serves as the activity hub for area schools, government offices, commercial business, and parks. The community hosts visitors throughout the year who come to explore the rich geological and cultural history, or to participate in many of the year-round activities.

Given its strategic location, Pagosa Springs is at the crossroads of many archeological and cultural destinations. We are home to the Chimney Rock National Monument, recently designated in 2012, but also a short trip to Mesa Verde National Park, Chaco Canyon, the Durango Silverton Narrow Gauge Railway, and the historic Pueblos of Northern New Mexico including Taos, Zia, Jemez, San Carlos, and others.

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**About Archuleta County Government**

County Commissioners in Archuleta County are elected at large from one of three geographic districts for four-year staggered terms. The Board establishes the vision and sets the direction for the county government and plan for future challenges that face the County. The Board provides leadership to County operations through adoption of the annual budget which includes all departments, commissions and other spending agencies funded by County appropriations, including law enforcement and human services.

Counties in Colorado are a constitutional subdivision of state government and can exercise only those powers specifically expressed in statute or in the constitution. For most purposes Archuleta County acts through its Board. The three-member Board serves as the legislative, policy-making and administrative body governing the unincorporated areas of Archuleta County.

The County Commissioners work closely with the other elected officials, including the Assessor, County Clerk & Recorder, Sheriff, Treasurer, Coroner and Surveyor. The Board appoints a County Administrator and County Attorney to carry out the policy directions of the board and to supervise and coordinate the work of the staff. Currently the County employs approximately 150 staff spread throughout 16 departments.
About The Candidate
The Development Director reports directly to and supervised by the County Administrator.

A Bachelors Degree in planning, public administration or closely related field is required. Three to five year’s experience in planning & development and four years of supervisory experience is preferred.

Experience & Education
Valid Colorado driver’s license is required. AICP certification is a plus but not required & certification as a Flood Plan Administrator preferred.

Knowledge, Skills and Abilities
Thorough knowledge of planning & development, local government policies & procedures. Thorough knowledge of specialization such as zoning, land use law, and economic development. Research methods & statistical principals related to growth & development. Methods & techniques of effective technical report preparation & presentation. Pertinent State & local laws, codes & regulations. Understanding & application of basic environmental engineering concepts such as drainage simply hydrology and erosion. Principals & practices of supervision, training & personnel management.

THE POSITION
Under the general direction of the County Administrator this position manages, coordinates, and directs the County’s planning efforts, from current to long-range projects as technical planner, land use compliance office, zoning administrator, floodplain manager and economic development facilitator. The principal function is to act as a liaison to assist, advise, and answer inquiries and administer the rules and regulations of the County as well as other applicable local regulations & State laws. The position requires a broad working knowledge of practical & lawful application of rules & regulations to disseminate proper advice to potential applicants. The position also provides service delivery to both external and internal customers & principally seeks to achieve a mutually & beneficial outcome or resolution.

Exercises direct supervision over positions, employees, operations, and activities of the Development Services Department, including building permitting, inspections, alcohol licensing, zoning & rental inspections.

Essential Functions - For a complete listing of the essential job functions and job description please log on to the Archuleta County web-site at www.archuletacounty.org
The Recruitment Process

To apply for this career opportunity, please submit your resume, cover letter and Archuleta County application at www.archuletacounty.org.

Contact Robert Smith at rsmith@archuletacounty.org for more information or questions.

Schedule

Closing Deadline  Position is open until filled

Archuleta County is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas or disability in employment provision of services.

Archuleta County

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