



Jefferson County, CO
Local Government Management Fellowship Work Plan
Salary: \$50,000/year
Start Date: July 2019

The Community

Once an agricultural and mining area, Jefferson County, Colorado is a thriving suburban, business, industrial, recreational and residential community. The county, formally organized in 1861 by the Colorado Territorial Legislature, takes the name of Thomas Jefferson, the third president of the United States. Jefferson County is a place where the great plains meet the Rocky Mountains with some of the most magnificent scenery in the country. It features rolling grasslands and craggy rock formations, natural foothills, rugged mountains and tumbling mountain streams. Jefferson County is the fourth-largest county in Colorado. Its citizens make their homes on mountain tops as well as in suburban communities. As of July 1, 2010, the Countywide population was 535,734 while the unincorporated population was 188,368 (based on US Census data).

About Jefferson County

A career with Jefferson County Government offers the best candidates career growth and a diverse workforce. More than a paycheck, your job enriches the lives of the citizens of Jefferson County. Jefferson County is a major stop along RTD's new Light Rail West Line. Living and working in Jefferson County offers the quintessential Colorado lifestyle sought after by many. Residents enjoy easy access to mountain activities such as hiking, skiing and rafting, while also being able to take advantage of the eclectic amenities offered by the greater metropolitan Denver area.

The Organization

Jefferson County operates under three Board of County Commissioners (BCC) along with six additional elected officials and 3 appointed officials. The BCC appoints a County Manager who oversees several departments within the county that handle development and transportation, open space, human services, justice services, finances, facilities, information technology and human resources. Don Davis was appointed County Manager in 2017. The county has a total budget of \$586M The general fund makes up \$220M of that amount that supports many aspects of the organization.

The Fellowship Program

Jefferson County's fellowship program is designed to provide a comprehensive experience for post-graduate students through the conduit of strategic planning. The goals of the program are to provide a strategic leadership experience for the fellow, preparing him or her with leadership skills to succeed in local government.

The Fellow will be mentored directly by the County Manager while also conducting highly responsible work assisting in the development of the County's strategic plan to include various components around innovation, resilience, community engagement and fiscal planning.

Commitment to Mentoring the Fellow:

- The Fellow will become a member of the Colorado City/County Manager's Association and attend the annual state conference, in addition to the National ICMA conference.
- Quarterly luncheons will be scheduled with the County Manager to ask questions and seek career advice.
- The County will provide educational opportunities to include programs offered by the County or within the region, based on the Fellow's needs and professional development goals.

Description of Potential Local Government Involvement by Fellow:

- The program is designed to provide a broad range of exposure for the Fellow through the roles and responsibilities associated with the County's strategic planning process.
- The Fellow will attend various meetings with elected officials and department/division directors. Additionally, the Fellow will be expected to develop and give presentations to County leadership relative to matters relating to strategic planning.
- The Fellow will work closely with the Resilient Jeffco Program Manager, Finance Staff, Public Affairs, Human Resources and other county employees to design and implement various initiatives related to the strategic planning process.
- The Fellow will be asked to provide research and/or analysis of items that will emerge as part of the strategic planning process.