

Boulder County Administrator Position Profile

County Administrator

Boulder county, Colorado

Annual Salary: \$260,000 - \$320,000 DOE/DOQ

Boulder County, Colorado is seeking an equity-centered leader with exceptional political acumen and strong change management experience to serve as its next County Administrator. This role offers the chance to help shape and elevate a progressive, nationally respected organization grounded in inclusion, engagement, service, and innovation. We are looking for a collaborative, emotionally intelligent professional who brings resilience, a deep commitment to racial equity, and a passion for public service. In this role, you will champion Boulder County's core values, support a diverse and dedicated workforce, and guide departments through advancing the Boulder County Commissioners' strategic priorities. If you are inspired by meaningful work and eager to contribute to an organization that prioritizes people, innovation and culture, apply today to put action to words and lead Boulder County into its next chapter.

The Community

Boulder County is a place where everyday life feels a little more extraordinary.

Located in north central Colorado, the county's landscape includes everything from peaceful grasslands to the dramatic peaks of the Continental Divide. The area offers endless room to explore and connect with nature. Home to vibrant communities like Boulder, Jamestown, Lafayette, Longmont, Louisville, Lyons, Nederland, Superior and more, the county is filled with down-to-earth people who genuinely care about their home and each other.

With more than 328,000 residents across 740 square miles, the region is known for its unparalleled outdoor recreation, hundreds of miles of trails, and close proximity to world-class skiing. Residents and visitors alike enjoy award-winning music, theatre and dining, and an abundance of family-friendly activities year-round. With a long-standing commitment to preserving open space, Boulder County ensures that farms, wildlife habitats and recreation areas thrive for generations. Innovation is woven into everyday life here. Whether through award-winning sustainability programs, zero-waste efforts, or forward-thinking transportation networks that make it easy to get around by road, bike, trail or transit.

At its core, Boulder County is a welcoming community built around a high quality of life rooted in connection, environmental stewardship and inclusion. It is an easy place with which to fall in love, and an even better place to call home.

The County

Boulder County is a unionized organization that is guided by a three-member, at-large-elected Board of County Commissioners, supported by 14 dedicated departments and eight elected offices that deliver essential services to strengthen and enrich the community. With nationally recognized, award-winning sustainability initiatives, numerous NaCo honors, and most recently, the prestigious Above and Beyond Award from the Employer Support of the Guard and Reserve, Boulder County continues to be a leader in innovative, community-focused governance.

Budget: \$745M

FTE: 2,285

Population: 328,000

Visit the [county's website](#) to learn more about Boulder County.

Visit the [county's Vision and Values website](#) to learn more about the county's vision, values, and strategic priorities.

The Position

The County Administrator, serving at the pleasure of the Board of County Commissioners, is the primary administrative officer for the county and the liaison between the board and the county department directors. The county administrator is responsible for implementing the board's policy direction to county staff, and coordinating the flow of information and advice to the board. The purpose of the role is to manage and coordinate county resources to accomplish the objectives of the board.

Visit the [job posting website](#) to find out more about job duties and responsibilities.

Visit the [county's website](#) to view the organizational chart.

Upcoming Priorities

Get ready to jump in. Boulder County has high-impact projects waiting for you from day one. You will step into this role at a pivotal moment, with the potential expansion of the Board of County Commissioners, from three to five commissioners on the horizon (pending voter decision in November 2026).

Near-Term Opportunities

- Racial Equity Action Plan Alignment
- Collective Bargaining Agreements and Relationships - work in an environment with two newly recognized unions, ensuring fair, consistent and collaborative negotiation, implementation and management of collective bargaining agreements.
- Budget Constraints - support county leadership through fiscal constraints and uncertain government revenue.
- Workforce Morale - support county leadership through significant change management.
- Team Engagement - support commissioners with streamlining processes to increase consistency within and among assigned departments.
- Capital Project Completion - significant important capital projects need to be completed within the time frames and budgets set by the board.
- Departmental Restructuring - present a proposal for restructuring county departments to the Board of County Commissioners for consideration.

The Ideal Candidate

The ideal candidate is a racially-conscious public sector leader who demonstrates significant proficiency in change management and keen fiscal acumen, to provide support and guidance to the board's initiatives and organizational budget priorities. They will have the ability to champion process improvement and plan for long-term organizational needs.

This leader embodies emotional intelligence and approachability, building trust, and fostering collaboration. They navigate complex personnel challenges with resilience and tact, and engage in difficult conversations constructively, while maintaining accountability

With a demonstrated personal and professional commitment to equity-driven work, the ideal candidate brings humility, authenticity and cultural competence to advance an inclusive organizational culture. Balancing strategic vision with a hands-on, service-oriented approach, this leader brings the adaptability, decisiveness and collaborative spirit needed to guide the county through a dynamic period of growth and change.

Minimum Qualifications

Education: Bachelor's Degree in Public Administration, Business, or related field. Masters preferred.

Experience: Ten years of progressively responsible supervisory experience including five or more years of recent experience as an executive in local government or director of a local

governmental department with substantial responsibilities, budgetary oversight, or staff. Demonstrated knowledge of Colorado governmental structures, systems, statutes, and practices. Additional related education may count towards required experience.

Knowledge, Skills and Abilities: Extensive knowledge of management principles, organizational skills, and the ability to apply these to public administration. Residency Requirement: The selected candidate must establish Colorado residency by their first day of employment and maintain residence within the Boulder County region for the duration of their employment.

Special Requirement: This position is designated as an emergency response worker and requires the incumbent to be available outside of regular business hours, including evenings, weekends and holidays, as operational and emergency needs arise.

This position is contingent on successful completion of the following checks:

- Background with Fingerprints
- Motor Vehicle Record (MVR) – visit the [website](#) for details.
- Financial Background

Salary and Benefits

This position will receive an annual salary within the range of \$260,000 - \$320,000 DOE/DOQ.

Boulder County is deeply committed to the wellbeing of its employees and offers an exceptional benefits package. Boulder County is committed to cultivating a collaborative, inclusive and family-friendly work environment. The following highlights just a few of the robust benefits offered to Boulder County employees:

In addition to participating in Social Security, Boulder County is a member of the Public Employees' Retirement Association (PERA).

- Medical, Dental and Vision Plans
- Relocation Assistance is negotiable and subject to Boulder County policies
- Sick Leave is accrued at eight hours each month
- Short- and Long-Term Disability Insurance
- Basic Life and AD&D Insurance
- 80 vacation hours upon hire
- 12 paid holidays per year
- Family forming and family friendly benefits, Flexible Spending Accounts, Health Savings Accounts, and Employee Assistance Program

Boulder County's pay schedule is once per month, on the last day of the month, with biweekly pay under exploration. For 2026, the monthly employee payroll deduction for PERA is 9%, in addition to a 7.65% Social Security deduction.

Visit the [county's benefits website](#) for more information.

Visit the [Colorado PERA website](#) for more information about retirement.

How to Apply

Applications will only be accepted through the [Boulder County Careers website](#).

Please apply online by Sept. 30 to be considered for this role. Please be advised that under Colorado Law, finalists' names and application materials must be made public. Finalists will be notified before this action is taken.

Visit the [Boulder County Careers website](#) to apply online by Sept. 30.

Questions

For general questions, contact Christine Scarlett, Boulder County Human Resources Director <mailto:cscarlett@bouldercounty.gov>.

For disability accommodation, contact Alexis Ozimek, ADA Coordinator <mailto:ADA@bouldercounty.gov>.

Key Dates

All dates listed are estimates and subject to change.

- Application deadline is Wednesday, Sept. 30.
- First-round interviews will be held virtually and are tentatively scheduled for Wednesday, Oct. 14.
- Second-round interviews will be held in-person in Boulder, Colorado and are tentatively scheduled for Thursday, Oct. 29.
- Final interviews will be held in-person in Boulder, Colorado and are tentatively scheduled for the week of Nov. 10. Reference checks are tentatively scheduled for the same week.
- Position appointment by the Boulder County Commissioners is tentatively scheduled for Tuesday, Dec. 1.