



**JEFFERSON COUNTY**  
**OREGON**

**PUBLIC WORKS**  
**DIRECTOR**

**\$75,585 - \$108,701**

*Plus Excellent Benefits*

*Apply by*

**July 8, 2018**

*(First Review, Open Until Filled)*

***P*ROTHMAN**



**WHY APPLY?**



Nestled in the heart of River Canyon Country in central Oregon, Jefferson County's exceptional climate enables residents and visitors to enjoy a multitude of outdoor

activities, from water sports to golf and wine touring year round.

Jefferson County is looking for a leader who can strategically lead the County's Public Works Department while focusing on results and accountability. This is an excellent opportunity for an experienced public works professional to make a difference in a region that takes pride in its spectacular natural beauty and way of life. If you possess strong interpersonal and leadership skills and enjoy challenges, this is the right position for you!



**THE REGION**

Jefferson County (Pop. 23,190) is located in Central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. Jefferson County's seven largest communities - Madras, Metolius, Culver, Warm Springs, Three Rivers, Camp Sherman and Crooked River Ranch - are unique and share a common desire for a vibrant future. Jefferson County's largest city is Madras (Pop. 6,300) and serves as the County seat and gateway to Central Oregon's vast selection of outdoor recreational opportunities.

Jefferson County's low-humidity climate offers over 300 days of sunshine and only receives 13 inches of precipitation per year. Although the climate is dry, the area is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings.



The Cove Palisades State park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Madras is also located within 70 miles of four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. The local area offers plenty of opportunities for hunting, hiking, fishing, camping and boating.

The community offers a hospital, library, community college branch campus, modern movie theater, drag strip, circle track, skateboard park, 600-seat performing arts center, and indoor aquatic center. Madras is located just 30 miles from Redmond, which has a regional airport that offers daily departures to Denver, Los Angeles, Portland, Salt Lake City, San Francisco and Seattle. Only 40 miles to the city of Bend makes it easy access to major shopping, specialized medical care and other amenities.

**THE COUNTY**

Jefferson County is a general law county that is governed by three part-time County Commissioners who each serve four-year terms. The Commissioners have appointed a County Administrative Officer who coordinates the day-to-day activities of the organization and helps ensure compliance with County policy.

The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions and committees, and overseeing the operation of County departments with appointed department heads.

The County has an elected Assessor, Clerk, District Attorney, Sheriff, Surveyor and Treasurer. Other non-elected major departments include: Public Health, Buildings & Grounds, Community Development, Juvenile Justice, and Adult Probation. Other appointed officials include the County Administrative Officer and County Counsel. The County operates with 135 FTE's on a 2018 adopted budget of \$49.5 million.

Jefferson County is in a strong financial position, and recently completed construction of a new courthouse in August 2016 using a mixture of cash reserves, state grants, and bond sales. The administrative structure of Jefferson County is used by other medium-sized counties in Oregon as a model of efficiency and effectiveness when they consider organizational change.



Under the direction of the Jefferson County Board of Commissioners and the County Administrative Officer, the Jefferson County Public Works Director plans, supervises and directs the construction and maintenance of roads and bridges, and is responsible for department designated contracts, programs and staff.

**Responsibilities include:**

- Contract oversight and community engagement of Transfer Station, Dog Kennel, County Fueling Station, and Noxious Weed Control contractors.
- Develops specifications for bid documents, reviews and approves contractor's performance. Reviews plans and specifications submitted by contractors that are in compliance with the County Procurement Ordinance.
- Prepares the necessary financial and operating reports for the annual audit for the Public Works Department. Assists with audit as needed, responds to audit findings and recommendations.
- Implements cost accounting and billing systems for shared and billed services to partnering agencies.
- Prepares and analyzes long-term budget planning as needed for the Public Works Department and closely monitors changes in potential funding at federal, state, and local levels.
- Plans, develops and manages an annual capital plan for maintenance and replacement of County owned machinery and vehicles to be approved by the Board of Commissioners.
- Maintains and tracks department inventory and safeguarding of assets at various locations.
- Oversees, monitors, and prepares reports on County right-of-way management, right-of-way permits and right-of-way vacation requests.
- Plans and develops emergency operational plans for the Public Works Department.



**THE DEPARTMENT & POSITION**

The Jefferson County Public Works Department consists of five divisions: Administration, Roads, Maintenance, Box Canyon Transfer Station, and Dog Control. The department maintains 602 miles of road including 260 miles which are hard surfaced, operates a County gravel pit on leased land, oversees the County's Noxious Weed enforcement system, and monitors a closed landfill, an Animal Services contract with the local Humane Society, a Solid Waste Transfer Station contract with a private solid waste company, and two Solid Waste franchisees. The Department operates with 13 FTE's on a 2018 budget of \$5.1 million.

- Plans and develops the annual snow route/sanding plan to be approved by the Board of Commissioners.
- Reviews, tracks, and reports inventory of County gravel pits and oversees crushing operations in compliance with State and Federal regulations.
- Provides leadership and provides coaching to improve performance, development, and safety of Public Works staff.
- Oversees Transfer Station contract and Transfer Station DEQ permits.
- Oversees Box Canyon Landfill restoration and acts as designated DEQ contact for required monitoring.
- Annually develop, plan and manage maintenance and construction of County roads approved by the Board of Commissioners.
- Ensure representation of department at the County Safety Committee.
- Recommends and monitors use of Footpath and Bicycle funds.
- Recommends and monitors use of PGE/FERC agreement (road) funds.
- Oversees maintenance and replacement plans for Fuel Pumps/tanks/Cardlock system (carpool) and ensures proper internal controls are in place for the safeguarding of fuel storage and tracking.
- Develops and maintains documentation for Federal and State Grant programs.
- Staff and ensure full membership of the Jefferson County Solid Waste Advisory Committee, Weed Advisory Committee, and other committees assigned by the Board of County Commissioners.

**OPPORTUNITIES & CHALLENGES**

**Challenges:**

1. The paved road system requires more funds than are available for an aggressive pavement preservation program. Options may include removing some roads from the paved inventory and/or encouraging residents to approve regional Special Road Districts to provide adequate funding.
2. Oregon law prohibits the County’s ad valorem property tax from being used on road construction or maintenance. The sole source of funding comes from State and Federal transportation revenue.
3. County Commissioners have provided additional funding to reinvigorate and enhance the noxious weed program. The newly created Weed Advisory Committee appears to want an aggressive enforcement program due to the importance of specialty crops to the local economy.

**Opportunities:**

1. The County Public Works Department does not operate any water, sewer, or electrical utilities. The County has a separate Buildings, Grounds, and Parks department. This allows the Public Works Department to focus on the road system.
2. The County has recently purchased 280 acres adjacent to the Madras Airport for future economic development opportunities over the next 10-15 years. The new Public Works Director will play an important role in the planning of this project that is motivated by job creation.
3. Located in the heart of Central Oregon on the eastern edge of the Cascade Mountains, Jefferson County sits between high desert plateaus and forest covered mountains. The City of Madras is Jefferson County’s largest city and offers easy access to year-round recreational activities and is a short 45-minute drive to Bend, which is central Oregon’s largest city

**IDEAL CANDIDATE PROFILE**

**Education and Experience:**

A bachelor’s degree in Civil Engineering, Construction Management, Business, or a related field is strongly preferred. Candidates must have a minimum of seven (7) years in Public Works or road construction, with five (5) years in a supervisory role. Candidates must have the ability to acquire and maintain Class A Oregon Commercial Driver’s License with an acceptable driving record, and maintain license as a condition of employment. Advancement to Salary Grade 33 (top end salary) requires an Oregon Engineer (CE) license. The new Public Works Director must have County residency within 12 months of employment.

**Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of Public Works functions including road construction/maintenance, industrial safety code, vehicle/equipment maintenance, employee collective bargaining, grant writing, fiscal management, and construction practices.
- Ability to communicate and interface well with employees and the public in a County which prides itself on having a very culturally diverse population.
- Knowledge of project cost estimating and accounting, scheduling and sequencing of work project steps, and sufficient math skills to perform statistical analysis, and prepare and manage budgets.



- Knowledge of Federal, State and local laws, regulations and codes applicable to assigned areas of responsibility.
- Sufficient computer skills to perform data analysis/entry of various database, spreadsheet, word processing, and GIS/mapping programs.
- Ability to make formal presentations to large audiences, resolve conflict, conduct negotiations, and persuade others.
- Ability to prepare clear and concise records, reports, spreadsheets, correspondence and other written materials.
- Proven experience allocating limited resources in a cost-effective manner; and the ability to sequence and execute a high volume of work projects during peak construction or adverse weather conditions.
- Ability to read, understand, and interpret plans, blueprints, and specifications for road/facilities projects as well as the ability to prepare cost estimates, write construction or equipment specifications, and prepare bids.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

**COMPENSATION & BENEFITS**

- **\$75,585 - \$108,701 DOQ**
- Medical, vision and dental coverage (current employee cost share for family coverage is \$176/month)
- Health Savings Account employer contribution (up to \$1,500/year depending on coverage level selected)
- Vacation
- Sick leave
- 9 Holidays
- Cell phone allowance (up to \$55/month)
- Wellness program contribution
- Oregon PERS Retirement
- 457 Deferred Comp Plan Available
- Discounted air/ground ambulance memberships
- Life Insurance
- Flexible Spending Program
- Employee Assistance Program
- Voluntary Benefits through Aflac and American Fidelity

**Please visit:**  
**[www.co.jefferson.or.us](http://www.co.jefferson.or.us)**



Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 8, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



**[www.prothman.com](http://www.prothman.com)**

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