

COUNTY MANAGER
\$120,000 - \$160,000

Plus Excellent Benefits

Apply by
June 2, 2019
(First Review, Open Until Filled)

PROTHMAN

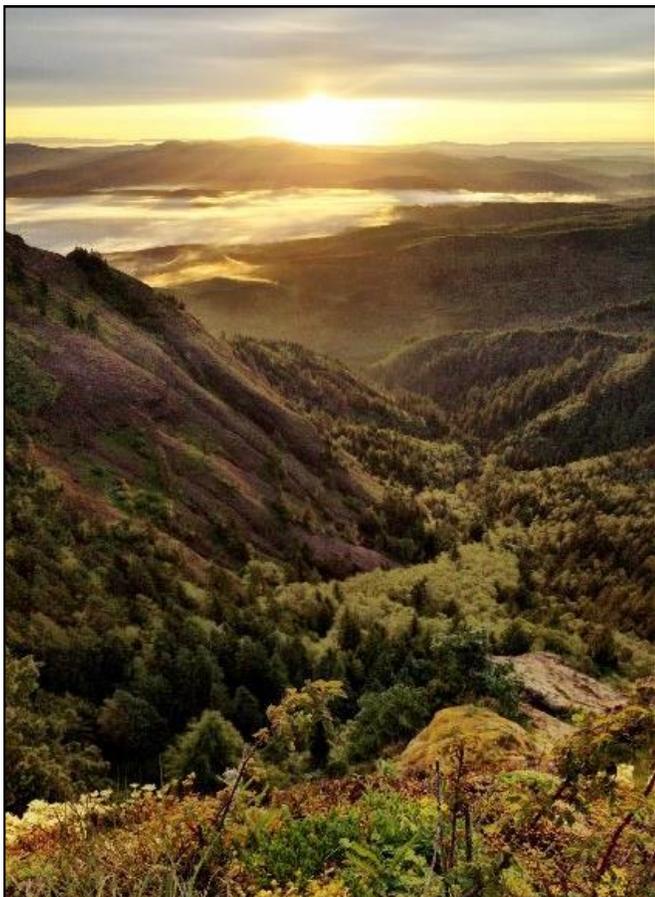


WHY APPLY?



Located in the northwest corner of Oregon along the rugged and beautiful coast, Clatsop County is bounded on the north by the Columbia River and the west by the Pacific Ocean. Named for the Clatsop Indians, Clatsop County is rich in history, scenic beauty, and opportunity. Ocean beaches, secluded coves, dense rainforests, mountains, rivers and streams make the County and its rugged coastline a major recreation center with big-city getaways just a two-hour drive away.

This is an excellent opportunity for a talented public sector management professional looking to make a difference in a picturesque region on the Oregon coast that takes pride in its history, spectacular natural beauty, and way of life. Clatsop County offers the right candidate a chance to work with an excellent Board of Commissioners and a dedicated staff committed to professional management and teamwork!



THE COMMUNITY

Clatsop County is home to the cities of Astoria, Cannon Beach, Gearhart, Seaside, and Warrenton, and has a resident population of approximately 37,300, and a daily population of 45,000 with holiday visitors often exceeding 200,000. The county seat of Astoria is Oregon's oldest city and the oldest American settlement west of the Rockies. Astoria is home to many successful small businesses including art galleries, restaurants, microbreweries, food carts, museums, hotels, and an eclectic mix of shops. Locals specifically enjoy visiting the Liberty Theater for live entertainment, the Columbia River Maritime Museum and the Flavel House Museums, and taking rides on the Riverfront Trolley.

Nearby broad sandy beaches along the coast offer beachcombing, clamming for a Northwest favorite, razor clams, fishing for salmon, steelhead and trout, camping, hiking and quiet escapes. State parks and waysides provide miles of hiking and bicycle trails, wildlife viewing, scenic viewpoints, picnic sites and campgrounds, and all this is within just a few hours' drive to the great Cascade Range, where you will find some of the world's premier skiing destinations.

To the south, the cities of Gearhart, Seaside and Cannon Beach offer a relaxing getaway with nearby challenging golf courses, walkable beaches, and picturesque resort areas. As well, the city of Seaside is the ideal playground for kids and kids at heart, with arcades, bumper cars, sweet shops, and even a shooting gallery. Seaside's downtown is filled with numerous restaurants and bakeries, bookstores, antique shops, and an abundance of gift shops and historic properties.

The area has a coastal marine environment climate of moderate temperatures and frequent rains. The primary economies of Clatsop County include forestry, fisheries, and tourist/recreation. The area is one of the principal marine fisheries regions of Oregon.

Astoria is home to Clatsop Community College and is served by the Astoria School District which offers two elementary schools, a middle school and a high school. The District, in cooperation with Columbia Memorial Hospital, has also constructed a first-class sports complex for community use.

THE COUNTY

Established in the 1840's, today Clatsop County is one of nine Home Rule counties in Oregon. Five non-partisan elected Commissioners set policy and appoint a full-time County Manager, who is responsible for daily operations. The Sheriff and District Attorney positions are also elected. County services are provided through seven departments including the County Manager's Office, Assessment and Taxation, Budget and Finance, County Clerk, Juvenile, Public Health, Public Works, and the District Attorney and Sheriff's Offices. The county also administers a road district, a rural law enforcement district, and a local sewer district.

Clatsop County's operates with 213 FTE's on a 2018-19 budget is \$70,135,500, with a General Fund of \$26,263,800. A Long-Term Financial Plan provides guidance for maintaining the county's financial health and accountability, and ensures that the County maintains adequate reserves, that fees cover costs for services, and that new revenue sources are explored. Clatsop County is proud to apply performance-based budgeting to assess the effectiveness of departments' programs and services and point out where improvements can be made.

THE POSITION

Under the direction of the Board of Commissioners, the County Manager serves as the administrative head of County government, executing all administrative tasks of the Board of Commissioners. The County Manager is responsible for planning and directing all county functions through subordinate department heads, including financial and personnel activities of the County, and aiding the Board of Commissioners regarding policy decisions and their implementation.



Responsibilities Include:

- Plans and directs all county departments and agencies in the provision of services to county residents.
- Formulates and recommends new and revised policies and operating procedures for approval by the Board of Commissioners.
- Prepares the agenda for Board of Commissioners meetings. Schedules decisions and reviews documents submitted for completeness and clarity. Attends meetings and presents oral reports. Responds to questions in order to assist the Commission in reaching decisions in the best interest of the County.
- Directs and coordinates employee and labor relation functions of the County. Directs preparations for collective bargaining, and evaluates, directs, and participates in programs and activities to strengthen employee/employer relationships. Interprets collective bargaining agreements and participates in grievance resolution.
- Serves as the County budget officer. Ensures submission of departmental budgets and consolidation of the county budget for presentation to the budget committee. Makes appropriate recommendations to the budget committee regarding use of available resources. Reviews monthly financial reports to determine compliance with performance plan.
- Hires and supervises all department heads and evaluates performance in a timely manner.
- Represents the County and Board of Commissioners to media, citizens, and local organizations regarding questions, suggestions, and complaints.
- Assists the Board of Commissioners in the development of long-range goals for county services and finances. Ensures development of individual department plans to implement county goals and objectives. Conducts necessary analyses to evaluate county performance.



OPPORTUNITIES & CHALLENGES

- Lead a team of experienced, professional department directors and an assistant county manager towards the goals of the Clatsop County Board of Commissioners. Provide guidance to the directors without “getting into the weeds” of their daily work. No internal candidates have declared their intent to apply.
- Support the Board of Commissioners in their key roles of deliberative policy development. Respond to board members request with professional approaches that will search for issue consensus, model decorum and build on the boards ability to conduct effective meetings.
- Be the face of the County at numerous civic and social activities in such a way that the county is a known and respected player both in government and non-government circles. Often these activities are outside of standard office hours.
- Coordinate bringing in business to the County’s North Coast Business Park. The North Coast Business Park is preparing for businesses to move in and purchasers are actively sought. The County Manager will oversee that effort and make strategic choices, with the Commission’s consent, when needed.
- A \$20 million jail construction bond has voter approval. The County Manager is responsible for achieving timely, efficient and effective design and constitution of the project, soon to be in design bid award.
- Embrace the rain! While a world class setting in the sunny days of summer, rain is a near daily event with grey clouds for much of the year in and around Clatsop County. The inherent ability to not let rain dampen spirits or limit enthusiasm for the community and the work is a notable challenge that not everyone is up to.

- Other areas of interest include, affordable housing, behavioral health services, enterprise zone development, succession planning for long-term staff retirements and ecologically sustainable economic development.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor’s degree in local government disciplines or related fields from an accredited university or college, and seven or more years of progressively responsible experience is required, with a combination of public and private sector experience desirable, or an equivalent combination of education and experience. A graduate degree in Business or Public Administration and experience in Oregon’s Land Use Laws is highly desirable. Clatsop County residency is expected within an agreed upon length of time.

Necessary Knowledge, Skills and Abilities:

- Broad knowledge of general management field, particularly in the public sector, including such areas as policy development, budget, labor negotiations, public relations, etc.
- Proven administrative abilities with a professional demeanor, and the ability to lead organizational planning.
- Excellent oral, written and presentation communication skills, including the ability to communicate up and down the chain with the objective of being both inclusive and transparent.
- A solid background in municipal finance, including the ability to read and write concise financial reports.
- Ability to manage County departments in order to achieve programs and policies articulated by the Board of Commissioners.
- Experience providing leadership that encourages initiative, innovation and flexibility to meet changing public needs.
- Experience in public relations and development of “community partnerships”.
- The top candidates will demonstrate strong, kind and capable leadership and know how to lead self-directed department directors as well as help commissioners to professionally reach their peak performance of their elected duties.
- A commitment to public service that shows everyday a “service above self” philosophy.

- The ideal candidate will be humble and able to accept that constructive criticism is to be expected in government and not directed at the manager personally.
- An understanding and respect of the roles of elected officials, staff and manager. Candidates must be at ease working between all parties and enhancing professionalism with aspiring leadership and a confident nature.
- Significant experience mentoring and building success in others, and working with boards of elected officials, helping develop consensus, identify common ground and work towards shared goals.
- Proven emotional intelligence, history of leadership and a foundation of good management experience.
- An understanding of small “p” politics that is inherent in local government.
- The skill to use Board of Commissioners’ vision to help the public see the reasons for decisions and support self-directed staff achieve on point results.
- Familiarity with the uniqueness of Oregon local government law.
- A full acceptance, if not outright enjoyment, of coastal Oregon seasons and wet weather is essential, along with the ability to feel fulfilled in having a significant role in a smaller community.

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

- **\$120,000 - \$160,000 DOQ**
- Medical, Dental, Vision, and Prescription Insurance
- Health Savings Account & Flexible Spending Accounts
- Life, AD&D, and LTD Insurance
- 457(b) Deferred Compensation
- Participation in Oregon PERS retirement plan
- 11 Paid Holidays, Plus Two Personal Days
- Sick Leave
- Vacation



Please visit:
www.co.clatsop.or.us

Clatsop County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 2, 2019** (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 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.



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