



# COUNTY ADMINISTRATOR

## UP TO APPROXIMATELY \$141,948 DOQ

*Plus Excellent Benefits*

Apply by  
**August 29, 2021**  
*(First Review, Open Until Filled)*

***P*ROTHMAN**



## WHY APPLY?



This is an excellent opportunity for a senior level public sector professional to lead an outstanding management team at an exciting time for the County. If you are looking to apply your skills to make a difference in the County and also in the community, Jefferson County is the place to be. Jefferson County offers the right candidate a chance to join and work with a cohesive and collaborative Board of Commissioners and dedicated staff committed to enhancing their community!

Located on the Olympic Peninsula in Western Washington, Jefferson County offers an amazing quality of life. The region offers incredible outdoor recreational opportunities both on sea and in the mountains, stunningly beautiful landscapes, and a uniquely vibrant cultural scene. Accessible by ferry or car from Seattle on the east side of Puget Sound, Jefferson County has maintained a historic character while embracing a progressive and creative way of life.



## THE COMMUNITY

With a population of over 32,000 residents, Jefferson County offers everything from a remarkable natural environment to the vibrant arts and cultural center of Port Townsend. The City of Port Townsend is a spectacular seaport designated as a National Historic Landmark and is famous for its Wooden Boat, Film, Steampunk and Rhododendron Festivals.



The communities of Port Hadlock, Irondale, and Port Townsend are as varied as the geography that surrounds them. Historically, these communities formed a major seaport in the 1800's, and most of that era's unique architecture remains. Port Townsend is the only incorporated city in Jefferson County and is the county seat. Port Townsend is located just 41 miles northwest of Seattle. The city has a population of approximately 9,500, though the city's spectacular festivals, vibrant cultural scene, and other unique attractions bring over a million visitors each year. From hiking, camping, rafting, or biking in the Olympic Mountains, to drama at the downtown theatre in Port Townsend, life here is connected to both the land and to the people. Discovery Bay, the Strait of Juan de Fuca and Port Townsend Bay surround the Quimper Peninsula, and make the area a center for boating and sailing. Jefferson County is also home to the beautiful Olympic National Park, including the Pacific coastline, the Olympic Mountains, and a temperate rainforest.

The region is home to a diverse community of farmers, artists, long-time residents, boat folks and those looking to live in an active community offering a choice of urban and rural lifestyles. Many hidden gems in the area have generated a thriving writing, music, and theatre scene. The area hosts well over 50 major events each year, including the opening of the award-winning Farmers Market in April, the Rhododendron Festival in May that brings pet parades, bed races, a downtown carnival, the "Rhody Run", and the Steampunk Festival in June. Centrum, located in Fort Worden State Park, hosts nationally renowned week-long workshops and festivals throughout the summer, including Blues, Fiddle Tunes, Jazz, Voice, Chamber Music, Choro, Ukulele, Dance This, and Writers' Conference. Other events include the Wooden Boat Festival, Port Townsend Film Festival, the Jefferson County Fair, Concerts on the Dock, and many more. A thriving organic agriculture community exists in the County as well as several award-winning cideries.

## THE COUNTY

Jefferson County covers 2,183 square miles, stretching from Puget Sound to the Pacific Coast, and is home to just over 32,000 residents. Elected to four-year terms by the Citizens of Jefferson County, the Board of County Commissioners is the legislative authority of Jefferson County, and is comprised of three Commissioners. In addition, Jefferson County citizens elect their Assessor, Auditor, Clerk, District Court Judge, Prosecuting Attorney, Sheriff, Superior Court Judge, and Treasurer to serve 4-year terms. The County's General Fund budget for 2021 is \$22 million and the total budget is \$60.5 million. Jefferson County conducts planning under the Washington State's Growth Management Act. The County has one incorporated urban growth area - the City of Port Townsend - an unincorporated urban growth area in Port Hadlock, the Master Planned Resorts in Port Ludlow and Brinnon, several limited areas of intense rural development, and designated resource lands for agriculture, forestry and mining. Unincorporated, but well-established communities include Port Hadlock, Irondale, Chimacum, Quilcene, Brinnon, Cape George, and Gardiner.

## THE POSITION

Under broad policy direction from the Board of County Commissioners, the County Administrator serves as the Chief Administrative Officer of the County, and coordinates departments reporting to the Board. This position facilitates administrative functions that cross departmental lines, assists the Board in developing policy, and oversees its implementation through the continuing delivery of services to the community. The County Administrator carries overall responsibility and authority for the business and service delivery aspects of Jefferson County government. The Administrator helps maintain good working relationships between the Board and other elected County officials and establishes team-based management processes to maximize collaboration in the County organization. The Human Resources, Finance and Risk Management functions for the County are supervised by the County Administrator but also report directly to the Board as needed.

To view the full responsibilities of the position, please view the attachment found on [www.prothman.com](http://www.prothman.com) or by clicking [here](#).



## OPPORTUNITIES & CHALLENGES

1. The new County Administrator will set the tone and exemplify the next evolution of Jefferson County's workplace culture. Part of setting that tone is empowering employees to make appropriate decisions and knowing that some risk is an acceptable tradeoff for nimble, timely action. This will include acting with urgency that reflects and respects the value of public service. Overseeing the work of county staff and directed by the priorities of the Board of County Commissioners, the County Administrator will shape the county's team as an engaged, collaborative leader.
2. An opportunity with once in a generation timing is underway as the result of new leadership in four key local public sector agencies (Port and City of Port Townsend, Jefferson County PUD, and the County itself) that Jefferson County residents rely on. That opportunity includes the ability to establish new relationships, open communications channels, share objectives and build efficiencies between these agencies. All four entities will have new Chief Administrative/Managers within 24 months of each other. This unique timing needs to be put to its best advantage by the County Administrator.
3. Jefferson County government is perfectly positioned to redesign its organization and workplace culture. There is "room to move" the organization forward in how employees engage with the public and interact with their work and with their supervisors. The three Jefferson County Board of Commissioners are open to recrafting the organization to foster collaboration, seek efficiencies and act decisively so that Jefferson County residents are even better served by their county government.

4. The challenge of work force housing may be seen across the Puget Sound area, though in Jefferson County it is particularly acute. Finding approaches for working families and adults to live in Jefferson County has become harder and harder. Existing houses are purchased quickly as second homes or retirement housing and at values that exceed the ability of working people to match. As a result, Jefferson County is looking for ways to add housing supply, flatten development costs and other approaches to increasing housing for younger, working people. Housing is a priority of the Board of County Commissioners.

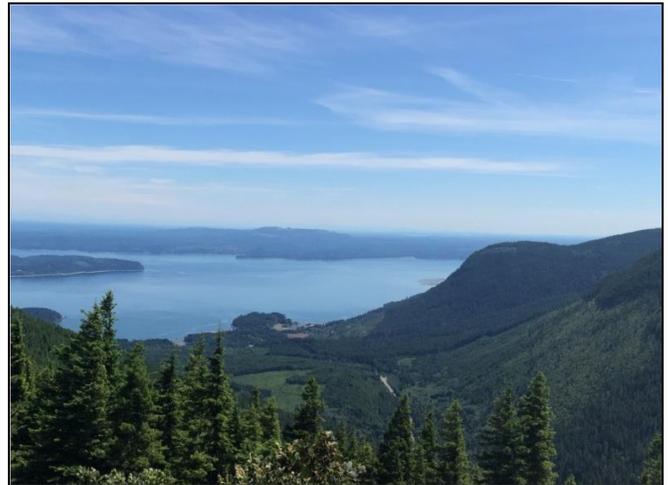
5. An outcome of the Jefferson County work force housing challenge, along with other factors, is that more County employees are leaving the county workforce to take employment elsewhere than was experienced previously. The economics of the area have made it more difficult to retain career employees for the county. This “churn” of new people coming into the County’s workforce has reduced productivity and shifted resources into hiring and training, away from direct service delivery. Regardless of department, the county is seeing its role shift from being an “employer of choice” to a “trainer” for the next employer. The new County Administrator should be prepared to examine the details and craft strategies the Board of Commissioners can select from, to stem the tide of exiting employees.



## IDEAL CANDIDATE PROFILE

### Education & Experience:

A master’s degree in public administration or in a related field with 5 years of experience in managerial and executive level positions, or a bachelor’s degree with 10 years of managerial and executive level experience is required. Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the essential functions of the job will be considered. The selected candidate must have a valid Washington State Driver’s License by time of hire.



### Necessary Knowledge, Skills & Abilities:

- Substantial emphasis in public management is required, specifically executive level local government positions, such as city or county manager, demonstrating a collaborative and effective leadership style.
- Substantial expertise in budget, financial management, human resources, technology and capital facilities management.
- Demonstrated success in collaborative management processes/projects involving complex local and regional issues.
- Demonstrated success in public involvement and citizen participation processes. The new Administrator needs to be willing to be visible and engaged with the local community.
- Demonstrated successful experiences in critical urban and rural service processes including infrastructure, transportation development, criminal justice and law enforcement, land use planning and natural resource management. The selected candidate must have an understanding of rural issues.

- Knowledge of labor relations and collective bargaining agreements.
- Must have strong communication skills, both written and verbal, be an attentive listener, and display strong interpersonal skills.
- The new Administrator will have a collaborative approach, be a diplomat, and be balanced with staff by setting clear expectations, knowing when to be more engaged versus when to delegate in a concise manner, and by trusting staff to get their work done with appropriate follow-up.
- The next Administrator will be approachable by all citizens, staff, and the Board, and will display honesty, transparency and kindness. The selected candidate is expected to build lasting relationships with staff and the Board, empower and motivate team members, and engage the Commission.
- The ability to be forward thinking and open to new ideas and processes is critical to success in this position. The selected candidate is expected to identify and act, and know how and when to make tough decisions.

## COMPENSATION & BENEFITS

- **UP TO APPROXIMATELY \$141,948 DOQ**
- Full Medical, Dental, Vision, Prescriptions
- 11 Paid Holidays
- Up to 3 Floating Holidays according to tenure
- 32 Days of Personal Time Off (PTO) in place of vacation and sick leave
- Washington State PERS retirement
- Deferred Compensation Match up to 5%
- Optional Flexible Spending Account
- Employee Assistance Program



**For more information on the County  
and region, please visit  
[www.co.jefferson.wa.us](http://www.co.jefferson.wa.us)**

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 29, 2021** (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 "**Open Recruitments**", select "**Jefferson County, WA – County Administrator**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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

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