



Washington

COUNTY ADMINISTRATOR

\$135,000 - \$150,000

Plus Excellent Benefits

Apply by

October 10, 2021

(open until filled)

PROTHMAN



WHY APPLY?



Located in the Puget Sound, just 2 hours north of Seattle and less than 2 hours south of the Canadian border, Island County offers residents breathtaking views of the Puget Sound and the Olympic Mountains, unspoiled hills, uncrowded Puget Sound shoreline, and wildlife in evergreen forests, along with bald eagles and blue herons on the beaches. Island County offers the right candidate an excellent career opportunity while working with a dedicated and knowledgeable team to provide excellent customer service and vision to a vibrant and appreciative community.

THE REGION

Home to more than 85,000 residents, Island County consists of Whidbey and Camano Islands, covering a combined 517 square miles. Communities within Island County's boundaries include Oak Harbor, Coupeville, Langley, Freeland, Clinton, and Camano Island. The largest city in Island County is Oak Harbor with a population of just over 23,000. The county seat is Coupeville on Whidbey Island, Washington.

Coupeville is located in the middle of scenic Ebey's National Historic Reserve. Surrounded by Puget Sound and accessible by bridge or ferry, Whidbey Islanders enjoy views of the Olympic Peninsula to the west and the spectacular Cascade Mountain range dominated by Mount Baker to the east. In 1852, Boston sea captain, Thomas Coupe, filed for land rights on Penn Cove at the present site of the town that bears his name. This makes Coupeville the second-oldest town in Washington.

The surrounding Island offers everything from peaceful rural neighborhoods to the urbanized areas of Oak Harbor and Naval Air Station Whidbey. On the water's edge of Penn Cove, Coupeville is full of historical significance, with many Victorian homes designated as National Historic Landmarks and equally famous long running community festivals. The people of Central Whidbey Island are as diverse as the surrounding environment. Locals and visitors to Central Whidbey enjoy hiking, camping, kayaking, shoreline salmon fishing, kite flying and even biking in the Tour de Whidbey.

Camano Island is located south of the San Juan Islands between Whidbey Island and the mainland. The body of water separating Whidbey and Camano is called Saratoga Passage. There are about 17,000 permanent residents living on Camano Island and the population swells by several thousands in the summer. Camano Island is a close-knit community with a number of small restaurants, a handful of country-style grocery stores, bed and breakfast facilities, intriguing fine art galleries and two State Parks. There are two elementary schools located on Camano Island, and five elementary schools, four middle schools and three high schools on Whidbey Island. Whidbey Island is also home to a branch of the Skagit Valley Community College.

THE COUNTY

Island County is led by a three-member Board of Commissioners elected from three districts to staggered four-year terms. The county operates with 441.5 full time employees spread over more than 20 departments and has a 2021 operating budget of \$100.3 million.

The departments include Assessor, Auditor, Budget, County Clerk, County Commissioners, Coroner, District Court, Facilities Management, General Services Administration, Human Resources, Human Services, Information Technology, Juvenile Court Services, Planning and Community Development, Prosecuting Attorney, Public Health, Public Works, Sheriff including Corrections, Superior Court, and Treasurer.



THE POSITION

Under the direction of the Board of Island County Commissioners, the County Administrator plans, organizes and coordinates the management of executive and administrative functions in coordination with and as assigned by the Board of Island County Commissioners. This position provides organizational leadership and direction to Department Heads of Island County and is accountable for the efficient and effective performance of those departments, including establishing expected outcomes and results and evaluating those results along with the Board of County Commissioners. The County hiring a County Administrator is a big change for the Board and the organization. This refined position will need the skills to facilitate the Commissioners and Department heads through this change and be able to build a cohesive executive management team. This position will have the opportunity to create the roles and responsibilities of the position with the instituting Board. To view a full job description and the full responsibilities of the position, please view the attachment found [here](#).

THE IDEAL CANDIDATE

The County is seeking a public sector professional who is comfortable working with the County Commission's delegated authority and sharing administrative duties with an active full time Board. The Board is looking for a talented administrator, with high emotional intelligence able to provide consistent management guidance to all county departments and facilitate the day-to-day operation of the organization. This individual will provide advice and recommendations to the Board regarding high level administrative decisions such as hiring and dismissal of department directors. The new position of County Administrator represents a significant change to the County organization. The successful candidate will be capable of assisting the Board, department directors, other elected officials as well as the public in feeling comfortable with this new role. This person will be noted for building trust with the Board as well as enhancing communication and consensus. The successful candidate will bring excellent interpersonal skills and will be a cheerleader for change. The Board will continue to be the public face of the County while the new county administrator will be focused on completing the Board's annual work plan and will be a champion for equity and inclusion.

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university, and five (5) or more years of demonstrated progressively responsible managerial and supervisory experience with executive level decision making in government is required. A master's degree or higher is preferred. Equivalent private sector experience may be substituted for the above requirements. The ideal candidate will have demonstrated experience in public sector budgeting and financial management, and experience in oversight of administrative programs and ability to manage in a complex, rapidly changing environment. Any combination of relevant education and experience that demonstrates a candidate's ability to perform the essential duties and responsibilities will be considered.



Necessary Knowledge, Skills and Abilities:

- Knowledge of State and local government budgeting and fiscal management policies and procedures; personnel management; management analysis and planning techniques.
- Ability to analyze and evaluate complex operations which affect management and budget; conduct management surveys and studies.
- Communicate effectively and establish and maintain working relationships with a wide variety of people.
- Effective leadership and decision-making skills, and ability to build and lead high functioning teams.
- Excellent written and oral skills.

- Analytical ability to assimilate and evaluate technical data obtained from presentations, reports, studies, correspondence and surveys.
- Knowledge of County operations, including understanding the laws, rules, practices and procedures that govern Washington Counties.
- Strategic, astute and able to advise on the ramifications and consequences of decisions, both internally and to the community.
- Ability to process, evaluate and communicate data to the Board, along with recommendations so that the Board is fully informed when making decisions.
- Ability to address multiple audiences and advise on issues related to differing constituencies.
- Demonstrates integrity and trustworthiness in all interactions.
- Familiar with modern management practices, including diversity, equity and inclusion.
- Familiarity and understanding of the subject matter areas that fall under the oversight responsibilities of this position, including higher level technology issues.
- Ability to engage in and lead strategic conversations and take the Board's direction and carry out those directives.
- Excellent problem-solving skills.
- Ability to understand the broad vision that DEI brings in achieving institutional excellence.
- Ability to establish equality and equity in the workforce.
- Possesses strong cultural competencies and skills and the ability to build coalitions and collaborative relationships.



COMPENSATION & BENEFITS

- **\$135,000 - \$150,000 DOQ**
- Complete Medical and Dental
- Supplemental Insurances Available
- 11 Paid Holidays
- Washington State Sick Leave
- Paid Time Off of 19.5 days per year. Increases every 3-4 years.
- Washington PERS Retirement Plan



For more information on the County,
please visit:
www.islandcountywa.gov

Island County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 10, 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 and click on "Open Recruitments", select "Island 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.

PROTHMAN

www.prothman.com

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