



**OREGON**

**COUNTY ADMINISTRATOR**  
**FULL COMPENSATION PACKAGE**  
**UP TO \$197,000 DOE**

*Updated Salary and Benefits Information*

Apply by  
**September 10, 2023**  
*(First Review, Open Until Filled)*

***PROTHMAN***



## WHY APPLY?



Nestled on the northern Oregon border between Multnomah, Clackamas, and Wasco County, Hood River County is a scenic wonderland of natural beauty. Just 60 miles

from Portland, residents and visitors are drawn to the year-round outdoor recreation, dramatic vistas, excellent school system, historic landmarks, fantastic food, wine and beer - and best of all, the warm, friendly people. Hood River County is considered by many to be one of the most beautiful counties in Oregon, boasting an exceptional quality of life.

This is an excellent opportunity for an experienced public sector professional looking to make a difference in a region that takes pride in its history, spectacular natural beauty, and way of life. Hood River County offers the right candidate a chance to work with a dedicated team to provide excellent customer service and vision to a vibrant community with a bright future.

## THE COMMUNITY

Established in 1908, Hood River County covers 534 square miles and has a population of about 25,000 residents. Named for the Hood River, a tributary of the Columbia River, the county is located just 60 miles east of Portland in the northern, central section of Oregon, on the eastern edge of the Cascade Range. The stunning snow-capped Mount Hood and the Columbia River Gorge provide a famous backdrop, making it one of the most visually attractive areas in the Northwest.



The Hood River valley is a top producer of apples, pears, and cherries, with the county growing more winter pears than any other county in the United States. This agricultural richness combined with the county's scenic setting has made it a famous destination for tourists to drive or bike the famous Fruit Loop, a 35-mile tour featuring family farms, fruit stands, wineries, and other local attractions. The area is also a tourist hotspot for its world-renowned strong, warm summer winds that have allowed Hood River County to enjoy the title of windsurfing capital of the world. Additionally, the county offers outdoor enthusiasts opportunities for kiteboarding, stand-up paddleboarding, mountain and road biking, hiking, whitewater kayaking and rafting, rock climbing, fishing, and world-class skiing, snowboarding, and snowshoeing.

Hood River County is home to several communities, including Hood River, Cascade Locks, Mount Hood, Odell, and Parkdale. Hood River is the largest city and county seat, with a population of just under 8,400. The valley is also home to two 18-hole golf courses and can see its population soar to over 20,000 on busy weekends.

## THE COUNTY

Hood River County is a Home Rule County with an approved Charter voted on by the citizens of Hood River County. An elected Board of Commissioners, including Chair, represents four districts in the County and sets policy. The Commission appoints a County Administrator to manage operations and oversee the many departments of the County. County departments are managed by department directors, and include: Health, Forestry (which includes Tree Farm, Timber Sales, Forest Management, and Recreation Trails), Public Works (which includes Engineering, Road Maintenance, Road Permits, Parks & Buildings, and County Surveyor), Community Development, Elections, Records & Assessment, Prevention Department, Budget & Finance, Sheriff's Office, 911 Dispatch, District Attorney's Office, Justice Court, Juvenile Department, Parole & Probation, Human Resources, and Administration.

The County maintains an average employment of 150 FTEs. In addition, the 2022-2023 General Fund Balance of Hood River County stands at \$47.6 million and includes \$3.3 million in timber revenue and a 5-year law enforcement operating levy that expires in June 2025.

## THE POSITION

Working under the Board of Commissioners, the County Administrator manages the administrative activities of the County, provides public services to the citizens of Hood River County, and ensures compliance with all federal, state, and local laws; recommending policies to the Board regarding County operations. Administrative activities include managing nine department directors and coordinating with 3 other elected officials who manage County departments.

For a full job description, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

1. Hood River County has a strong diverse economy. This economy is based on agriculture, recreation (tourism), industry and professional and trade services. The County weathered the great recession and COVID with minimal long term economic impact. Because of the County's proximity to the greater Portland area and the high quality of life, Hood River County has become part of the greater Portland executive labor force. The next County Administrator must be able to bridge the gap between long-term residents and the influx of new upwardly mobile residents by addressing shifting priorities as the County's demographics evolve.

2. Hood River County is operating under its first operating levy. The County has stabilized county finances and reformed many systems and practices in recent years, but it remains to be seen if the County has settled into a long term formulation or if more changes are ahead.



3. Hood River County's scenic beauty, wealth of recreation options and quality of life has drawn many new residents to the area. Housing costs have climbed and made housing challenging to find for Hood River County employees to live in the county. The next County Administrator will work to address the workforce's affordable housing.

4. The successful County Administrator will possess an understanding of how to effectively work with departments supervised by elected officials and bring those departments into the county team.

5. The County Administrator will have an opportunity to collaborate with Department Heads to establish succession planning within their departments, ensuring the seamless continuation of essential county obligations, regardless of position vacancies or staffing changes.

## THE IDEAL CANDIDATE

### Education and Experience:

Graduation from an accredited four-year college or university with a bachelor's degree in public or business administration, or related field is required, along with a minimum of five (5) years of experience in active supervision of individuals, and five (5) years of experience in a similar role. A master's degree in a related field is preferred. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

**Necessary Knowledge, Skills, and Abilities:**

- Considerable knowledge of personnel administration and supervision, organizational development.
- Familiarity with Oregon State Laws regarding functions, budgets and administration of County Government.
- The ability to create a team environment and communicate needs up to the Board of Commissioners and direction down to Department Directors.
- A willingness to be seen as the County's central point of contact, open to the public and staff. Someone that the community will turn to for leadership and reassurance and will deliver a clear message from the county.
- The ideal candidate will have a financial background, with knowledge of governmental budgeting, and an understanding of the local economy and how government can support it.

**COMPENSATION & BENEFITS**

- **Full Compensation Package up to \$197,000 Depending on Experience.**
- Excellent Benefit Package, including Medical, Dental, Vision and Life Insurances. County pays 85% of offered medical and vision insurance premiums; Dental coverage also offered. For example, currently full family pays \$282 per month for medical insurance cost.
- County pays 100% of the employer and employee OR PERS contributions.
- Vacation time negotiable.
- 12 days of sick leave accrued per year.
- 11 paid holidays per year.
- 2 personal holidays per year.
- 5 executive leave days per year.
- Deferred Compensation Plan - a supplemental voluntary benefit.
- This role will consider other stipends and/or allowances in addition to base salary.
- The total compensation package is flexible to meet both the candidate's and the County's needs.

**For more information on  
Hood River County, please visit:  
[www.hoodrivercounty.gov](http://www.hoodrivercounty.gov)**

Hood River County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 10, 2023** (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 "**Hood River County, OR – County Administrator**", and click "**Apply Online**", or click [here](#). 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.

**PROTHMAN**

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

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