



**Oregon**

## **INFORMATION SERVICES DIRECTOR**

**\$90,456 - \$114,468**

Apply by

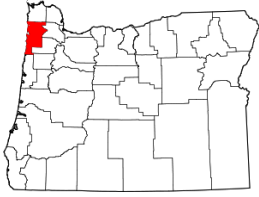
**May 1, 2025**

*(Applications Reviewed as Submitted, Open Until Filled)*

***P*ROTHMAN**



## THE COMMUNITY



Tillamook County, nestled along the Oregon Coast, is a place of unparalleled natural beauty where the forest meets the Pacific Ocean, and where the warmth of our tight-knit communities, local markets, and culinary and cultural opportunities create a welcoming atmosphere. Home to 27,748 residents and visited by 3.2 million visitors each year, the region is one of Oregon's most diverse coastal destinations with its breathtaking coastline, lush forests, and pristine rivers. The County offers four adventure-filled seasons of world-class hiking, beachcombing, fishing, seafood harvesting, and surfing, along with many other recreational activities. The area is rich in culinary options from seafood to fresh local meats and produce. The County is home to numerous famous attractions including the Three Capes Scenic Loop, Oswald West State Park, North Coast Food Trail, and the Oregon Coast Scenic Railway. Tillamook is also the home of world-famous Tillamook Cheese, and the dairy, agricultural and fishing industries are major contributors to the local economy. Tillamook County residents enjoy a relaxed coastal lifestyle with thriving communities, excellent schools, local healthcare, and a strong sense of community.



## THE COUNTY

Tillamook was organized in 1853 as a General Law County when the Territorial Legislature approved an act to create the new county out of an area previously included in Clatsop, Yamhill and Polk Counties. Tillamook County was named after the Tillamook Indians who occupied the areas around the Tillamook and Nehalem Bays.

Tillamook County is governed by a three-member Board of Commissioners who are elected to four-year staggered terms. The Board elects a chair at the beginning of the calendar year, who serves until January of the following year.

The Commissioners are active at state and federal levels representing the concerns and interests of the County. Other elected officials of the County include sheriff, clerk, assessor, treasurer, district attorney and justice of the peace. Operating on a 2024-2025 budget of \$152,040,280, the County has a workforce of approximately 260 employees, some of which are represented by two bargaining units.

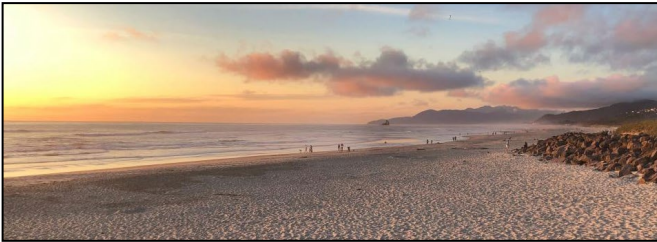
The County operates with 19 departments: Parks, Library, Health & Human Services, Sheriff's Office, Community Development, Surveyor's Office, Public Works / Solid Waste, Assessment & Taxation, Board of County Commissioners, Clerk's Office, Facilities, Human Resources, Information Services / Communications, Justice Court, Juvenile, Emergency Management, Treasurer's Office, Veterans' Services, and District Attorney's Office.





## THE DEPARTMENT

The Information Services (IS) Department operates with a full-time staff of eight (8) FTEs, on a FY 2024/2025 annual budget of \$2,078,600. The department is responsible for: network services, web and graphic design, personal computer support, telephone and voicemail services, end user training, informational resources management, information availability, database and programming services, communications equipment and systems, public safety radio networks, disaster recover planning and services, and technology leadership.



## THE POSITION

Reporting to the Chief Administrative Officer, the IS Director directs the IS Department and is held accountable for its successful functioning. The Director monitors and evaluates the progress of the department toward meeting goals and makes adjustments in objectives, work plans, schedules, and resource commitments.

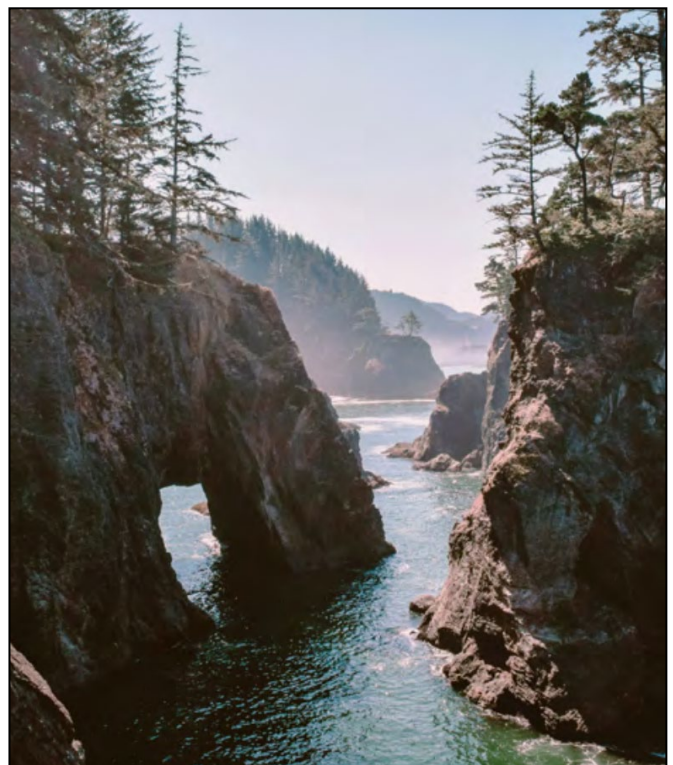
The IS Director provides day-to-day leadership and supervision to the other IS personnel, and manages, directs, organizes, and coordinates the activities of the County's IS Department, including systems, development and maintenance, office automation, technical support, and computer operations. The Director will coordinate the IS activities with other departments and users, as well as analyze the procedures and work plans of user departments to determine feasibility. The IS Director is a full-time, onsite position at the County.

## EDUCATION & EXPERIENCE

- A bachelor's degree with major coursework in computer science, information systems, engineering, public or business administration, or a related field.
- A minimum of seven (7) years of progressively responsible experience in developing and managing the functions and departments included within the enterprise information systems. Three (3) of the seven (7) years must include management and/or supervisory experience.
- Candidates must be able to obtain a Security + certification within six (6) months of hire.
- Candidates must be able to obtain a Criminal Justice Information Systems (CJIS) certification within 30 days of hire.
- The candidate must possess a valid Oregon driver's license or be able to attain one by the time of hire and maintain an acceptable driving record.
- Candidates must pass a pre-employment criminal history background investigation.

Candidates that possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities of this position may be considered.

To view the complete job description and responsibilities, please view the attachment found [here](#).



## COMPENSATION & BENEFITS

➤ **Salary: \$90,456 - \$114,468 DOQ**

➤ **Retirement:** The Oregon Public Employees Retirement System (PERS) provides qualifying public employees a pension (a lifetime monthly benefit) and an Individual Account Program (IAP) account that provides income during retirement.

➤ **Deferred Compensation and Flexible Spending Accounts:** The County offers two (2) voluntary deferred compensation programs. A voluntary flexible spending account program is available for un-reimbursed medical expenses, dependent care expenses, as well as health care premiums.

➤ **Insurance:** The County provides life insurance, accidental death and dismemberment, and long-term disability as well as offers comprehensive health plan with a \$1,000 per person deductible and \$3,000 out of pocket maximum. The County covers 90% of the insurance premium for employees and their dependents.

➤ **HRA/VEBA:** The HRA/VEBA plan is a health reimbursement arrangement (HRA)/voluntary employees' beneficiary association (VEBA). The County makes a monthly \$115 tax-free contribution to HRA/VEBA on the employee's behalf. The funds are held in a non-profit, tax-exempt VEBA trust authorized under Internal Revenue Code - 501(c)(9).

**Leave:** Vacation accrual is based upon years of service. Sick leave accrues at the rate of 96 hours per year. There are twelve (12) paid holidays and three (3) floating holidays annually.



**To learn more about  
Tillamook County,  
please visit:**

[www.tillamookcounty.gov](http://www.tillamookcounty.gov)



Tillamook County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 1, 2025**. (Applications Reviewed as Submitted. Open Until Filled.) Applications will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments," select "**Tillamook County, OR – Information Services Director**" and click "**Apply Online**," or click [here](#).

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**www.prothman.com**  
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