



COUNTY ADMINISTRATOR

\$146,472 - \$174,895 DOQ

Plus Excellent Benefits

Apply by

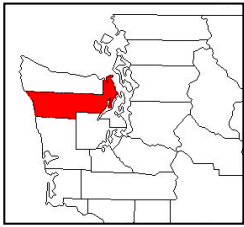
March 23, 2025

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



This senior-level position offers an exceptional opportunity to lead Jefferson County at a pivotal moment in its development. The role is perfect for someone passionate about public service and making a meaningful impact within the community. The ideal candidate will work alongside a dedicated Board of Commissioners and a committed staff, with a focus on the ability to listen to all voices in our community, build relationships, and create opportunities for participation and collaboration.

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 the 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 33,000 residents, Jefferson County offers everything from a remarkable natural environment to the vibrant arts and cultural center of Port Townsend, the County seat. The City of Port Townsend is a spectacular seaport designated as a National Historic Landmark.



The communities of Port Hadlock, Chimacum, Quilcene, Brinnon and Port Townsend are as varied as the geography that surrounds them. Historically, these communities formed a major seaport in the 1800s, and most of that era's unique architecture remains.



Port Townsend is the only incorporated city in Jefferson County. Port Townsend is located just 41 miles northwest of Seattle. The city has a population of approximately 10,500 residents, 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.

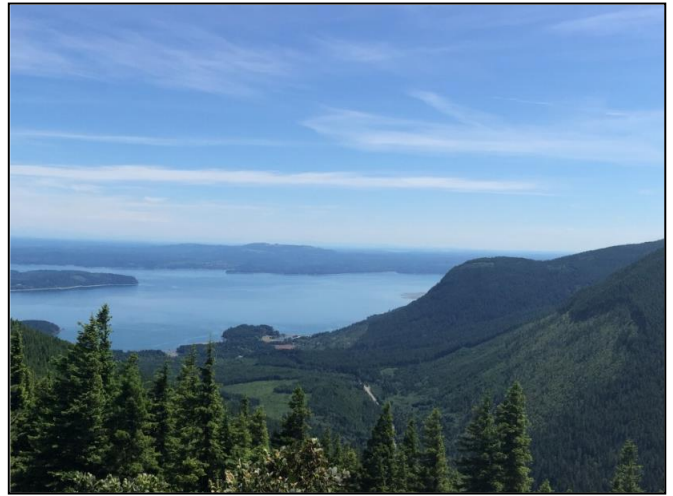
THE COUNTY

Jefferson County covers 2,183 square miles, stretching from Puget Sound to the Pacific Coast, and is home to just over 33,000 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 2025 is \$30 million and the total budget is \$84 million. Jefferson County conducts planning under 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 programs and departments that include: Central Services (Facilities and Information Services), Community Development, Emergency Management, Financial Management, Human Resources, Public Works (Roads, Solid Waste, Parks, Sewer, Fleet), Public Health and WSU Cooperative Extension. 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.

To view the full responsibilities of the position, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

1. This is an opportunity for a visionary leader and thinker to assess where the County is now, lead a collaborative effort to envision the County's future and create a plan of action to achieve the vision – this includes an understanding of capital facilities and other infrastructure, including technology's role in government and systems required for continued integrity.
2. The new County Administrator will play a key role in the ongoing impact of the development of a sewer system in the Port Hadlock UGA. They will strategize planning efforts, foster economic development, and lead community engagement initiatives in alignment with the Board of Commissioners' policy directives, ensuring a collaborative approach to meeting the county's long-term goals.
3. The County Administrator will have the opportunity to develop a resilient and adaptive organization, equipped to respond effectively to economic downturn or expansion, natural disasters, or changes in policy direction. This will be achieved through thoughtful collaboration, strategic planning, and management of the county budget and resources, as well as working closely with other local agencies to maximize impact.



4. As a leader, the new County Administrator will be politically neutral, respectful of diverse viewpoints, and committed to fair, equitable, and consistent decision-making. The County Administrator will set the tone for Jefferson County's workplace culture which includes empowering employees to make informed decisions, recognizing that calculated risks are sometimes necessary for swift, effective action. They will demonstrate urgency in meeting the community's needs while upholding the core values of public service. Under the direction of the Board of County Commissioners, the County Administrator will guide and shape an engaged, collaborative team of county staff.

5. The challenge of workforce housing, which is a growing issue across the Puget Sound region, is particularly pressing in Jefferson County. As housing prices continue to rise, working families and younger adults are finding it increasingly difficult to secure affordable homes. Existing properties are quickly bought up as second homes or retirement residences, often out of reach for local workers. In response, Jefferson County is seeking innovative solutions to increase housing availability, reduce development costs, and create more affordable options for younger, working residents. Addressing the housing shortage remains a top priority for the Board of County Commissioners.



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. The County Administrator will be required to live within Jefferson County, WA, within a 50-minute drive of the County courthouse.

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, ethical and effective leadership style and a strong understanding of RCWs and regulatory frameworks. Ability to work cooperatively and collaboratively with independently elected officials, appointed department directors and line staff.
- Substantial expertise in budget, financial management, human resources, technology and capital facilities management.
- Knowledge of labor relations and collective bargaining agreements.
- Demonstrated leadership and staff development skills including the ability to mentor and up-skill employees.
- Proven success in collaborative management processes/projects involving complex local and regional issues. The ability to collaborate with other local agencies to develop priorities for big-picture, community-wide improvements.
- The next Administrator will be approachable by all residents, staff, and the Board, and will lead with integrity, honesty, humility, and a sense of humor, with a willingness to engage in respectful disagreement. The selected candidate is expected to build lasting relationships with staff and the Board, and empower and motivate team members.
- The ability to develop effective and accountable leadership for creating an inclusive workplace and community where employees and residents feel valued, respected and empowered.

- 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 the issues facing rural communities, and commit to engaging with all parts of our diverse County to understand unique needs.
- A willingness to consider and advocate for innovative policy ideas, particularly those addressing growth, housing affordability, and economic diversity.
- Experience working with Native American Tribes and an understanding of government-to-government relationships. Ability to engage in difficult conversations, remain at the table to resolve challenges, and consider the nuances of inter-tribal relationships.
- Demonstrated success in public involvement and community participation processes, a willingness to be visible and engaged with the local community and the ability to gather and incorporate meaningful community input as a critical element in a planning process.
- Strong communication skills, both written and verbal, the ability to be an attentive listener, and strong interpersonal skills.
- Ability to hold staff and vendors accountable, coach for excellence and take action when necessary to ensure high performance.
- 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

- **\$146,472 - \$174,895 DOQ**
- Full Medical, Dental, Vision, Prescriptions
- 11 Paid Holidays
- 2 Floating Holidays
- 21 to 33 Days of Personal Time Off (PTO) depending on length of service
- Washington State PERS retirement
- Deferred Compensation Match up to 5%
- Optional Flexible Spending Account
- Employee Assistance Program



For more information on Jefferson County and the region, please visit

www.co.jefferson.wa.us

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 23, 2025** (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 "**Jefferson County, WA – County Administrator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



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