



**JEFFERSON COUNTY**  
**OREGON**

**COMMUNITY DEVELOPMENT  
DIRECTOR**

**\$75,681 - \$98,501**

*Plus Excellent Benefits*

*Apply by*

**March 10, 2019**

*(First Review, Open Until Filled)*

To apply online, go to [www.prothman.com](http://www.prothman.com), click on "submit your application" and follow the directions provided.

***PROTHMAN***



**WHY APPLY?**



Nestled in the heart of River Canyon Country in central Oregon, Jefferson County's exceptional climate enables residents and visitors to enjoy a multitude of outdoor activities, from water sports to golf and wine touring year round.

Jefferson County is looking for a leader who can strategically lead the County's Community Development Department while focusing on results and accountability. This is an excellent opportunity for an experienced community development professional to make a difference in a region that takes pride in its spectacular natural beauty and way of life. If you possess strong interpersonal and leadership skills and enjoy challenges, this is the right position for you!



**THE REGION**

Jefferson County (Pop. 23,758) is located in Central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. Jefferson County's seven largest communities - Madras, Metolius, Culver, Warm Springs, Three Rivers, Camp Sherman and Crooked River Ranch - are unique and share a common desire for a vibrant future. Jefferson County's largest city is Madras (Pop. 6,839) and serves as the County seat and gateway to Central Oregon's vast selection of outdoor recreational opportunities.

Jefferson County's low-humidity climate offers over 300 days of sunshine and only receives 13 inches of precipitation per year. Although the climate is dry, the area is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings.



The Cove Palisades State park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Madras is also located within 70 miles of four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. The local area offers plenty of opportunities for hunting, hiking, fishing, camping and boating.

The community offers a hospital, library, community college branch campus, modern movie theater, drag strip, circle track, skateboard park, 600-seat performing arts center, and indoor aquatic center. Madras is located just 30 miles from Redmond, which has a regional airport that offers daily departures to Denver, Los Angeles, Portland, Salt Lake City, San Francisco and Seattle. Only 40 miles to the city of Bend makes it easy access to major shopping, specialized medical care and other amenities.

**THE COUNTY**

Jefferson County is a general law county that is governed by three part-time County Commissioners who each serve four-year terms. The Commissioners have appointed a County Administrative Officer who coordinates the day-to-day activities of the organization and helps ensure compliance with County policy.

The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions and committees, and overseeing the operation of County departments with appointed department heads.

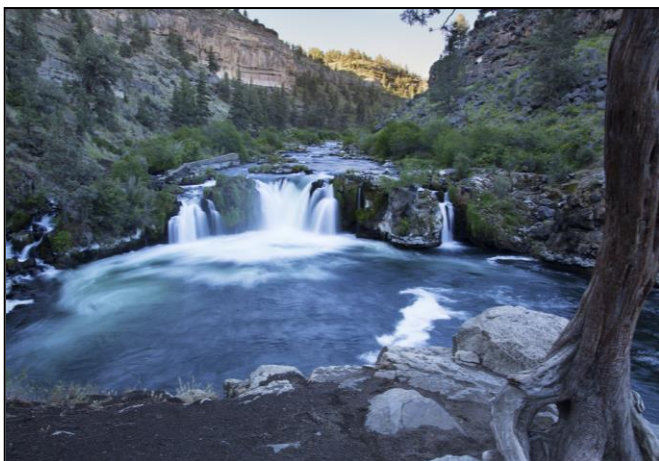
The County has an elected Assessor, Clerk, District Attorney, Sheriff, Surveyor and Treasurer. Other non-elected major departments include: Public Health, Buildings & Grounds, Community Development, Juvenile Justice, and Adult Probation. Other appointed officials include the County Administrative Officer and County Counsel. The County operates with 135 FTE's on a 2019 adopted budget of \$49.8 million.

Jefferson County is in a strong financial position, and recently completed construction of a new courthouse in August 2017 using a mixture of cash reserves, state grants, and bond sales. The administrative structure of Jefferson County is used by other medium-sized counties in Oregon as a model of efficiency and effectiveness when they consider organizational change.

## THE POSITION

The Community Development Department operates with 12 FTE's on a \$1.7 million budget.

Under the direction of the Jefferson County Board of Commissioners and the County Administrative Officer, the Community Development Director is responsible for the overall operation of community development services for Jefferson County, including building code permits, on-site septic, plumbing, electrical and inspections, nuisance abatement and code enforcement. The Director assures the efficient and economical use of departmental resources, including funding, personnel, and facilities, and implements and maintains sound practices to ensure communication with, participation of, and optimum service to the community. The County is also responsible for performing building permitting and inspections for the City of Madras.



## Responsibilities include:

- Develops and recommends county policies related to land-use Community Development.
- Provides staff support and professional advice to the County Administrative Officer and to the Board of County Commissioners.
- Develops and maintains office procedures, priorities, goals and objectives.
- Responsible for preparing an annual budget and presenting it to the Finance Director and County Budget Committee.
- Monitors department revenue and expenditures and compares that information to planned revenue and expenditures.
- Prepares a variety of reports and documents.
- Assign applications and projects to staff. Monitors, reviews and approves work performed and recommendations made.
- Conduct annual employee evaluations.
- Supervise employees and may be required to hire, transfer, suspend, layoff, recall, promote, discharge, assign or discipline employees, or adjust their grievances, or recommend such action, within the rules and policies of Jefferson County.
- Provide complex technical and administrative support to various boards, Commissions on building and land use related matters.
- Offers guidance to County staff members on decisions related to application of building and land use codes. Includes from Fire Marshal's office, land use, building inspection, development assistance and other development-related work units.
- Maintains current technical resources consisting of State Statutes, Rules, Interpretations, and code amendments. Communicates such information to affected staff.
- Writes analytical staff reports for variety of boards and commissions.
- Provide assistance and information to County Counsel on related laws and codes.
- Assist in the application of grants sources from other governmental agencies, such as County, Regional, State or Federal Government on specific land use or building projects.
- Regular attendance is an essential function of the position.
- Lead staff to exercise thorough, thoughtful and helpful expertise about building and planning requirements and/or services to all customers in a friendly, open, and unbiased manner.
- Performs other duties as assigned that support the overall objective of the position.

## OPPORTUNITIES & CHALLENGES

1. The County has recently purchased 280 adjacent acres west of the Madras Airport, owned by the City of Madras, for future economic development opportunities over the next 10-15 years. The new Community Development Director has the potential to work in Economic Development for the County and will play an important role in the planning of this project that is motivated by job creation.
2. The Director has the opportunity to lead a team of experienced professionals in land use, building permitting, code enforcement and other disciplines to successfully permit necessary development and maintain Jefferson County's quality of life.
3. The CDD will help the Jefferson County Board of Commissioners, the County Administrative Official and the public shape the county's future to match its needs and vision. The County has before it several opportunities to shape its future. The Community Development Director will play a key role in making that future real.
4. The new Director must be able to balance the pressure of development and the control of development in such a way that applicants can achieve successful projects to address their needs and to maintain safety and Jefferson's quality of life.
5. Making customer service the center point of the departments' work and striving to reach a very high rate of satisfaction in the department will be a challenge. The CDD is expected to approach applicants from a "you can do it, here's how" perspective versus "You can't do it, here's why" in such a way that it is instilled in the department's culture.

## IDEAL CANDIDATE PROFILE

### Education and Experience:

Candidates must have four years of increasingly responsible experience at a level equivalent to a Department Director or Supervisor/Lead. A bachelor's degree in planning, geography, engineering, law, public or business administration, or a related field may substitute for two years of experience, while a master's degree or Juris Doctorate may substitute for up to four years of experience. Knowledge of Oregon building codes, Oregon land use statutes, administrative rules, and case law is preferred. Candidates must have a valid Oregon driver's license by time of hire and must maintain residency in Jefferson County within 12 months of hire.

The County has recently purchased a 1,400 sq. ft 3-bedroom, 2 bath manufactured home on a 40-acre farm with updated interior, new paint and flooring that may be utilized by the new Director at a below market rental rate while further housing options are explored.

### Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of business administration, office procedures and supervisory techniques, sound management, supervision and excellent communication skills.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Demonstrated experience exercising judgment and creativity in resolving difficulties and problems.
- Recognize and grasp community needs and develop sound balanced approaches to meeting those needs through the Community Development process.
- Effectively plan, develop and maintain complex and detailed administrative and technical programs and projects.
- Manage the diverse work activities of numerous professional-level subordinates in a manner conducive to proficient performance, high morale, and departmental cohesion.
- Clearly communicate information to senior management, public groups and elected and appointed officials.
- Develop and maintain collaborative working relationship with a variety of people, including County Administrative Officers, elected officials, outside agencies, community leaders, peers, and staff.
- The top candidates will demonstrate a customer service ethic that will set the bar for the Community Development Department where "getting to yes" is the goal.
- A commitment to public service that is demonstrated every day.
- The right person will be an experienced mentor who enjoys building success in others. He/she will have a history of leadership and a foundation of good management experience.

- Reasoning skills include the ability to comprehend a wide variety of general and technical instructions and guidelines.
- The ideal candidate will have an understanding that sometimes it is the small projects that warrant the most service, and that getting a homeowner's new garage permit through the system is no less important than large projects that may significantly add to the tax base. Both need to be processed timely with clear expectations with a predictable outcome and timeline.
- While the top candidate may not have led a department before they will have assisted in leadership and likely managed at a division or project team level.
- Emotional intelligence will be easily seen. An understanding of small "p" politics that is inherent in local government can be demonstrated in the preferred person.
- The ability to use Vision to explain to the public and help self-directed employees make on point decisions.
- Familiarity with the uniqueness of Oregon land use law, TIF structure, other technical areas specific to Oregon along with an understanding of the issues of rural oriented county governments is desired.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

**COMPENSATION & BENEFITS**

- **\$75,681 - \$98,501 DOQ**
- Medical, vision and dental coverage (current employee cost share for family coverage is \$176/month)
- Health Savings Account employer contribution (up to \$1,500/year depending on coverage level selected)
- Vacation
- Sick leave
- 9 Holidays
- Cell phone allowance (up to \$55/month)
- Wellness program contribution
- Oregon PERS Retirement
- 457 Deferred Comp Plan Available
- Discounted air/ground ambulance memberships
- Life Insurance
- Flexible Spending Program
- Employee Assistance Program
- Voluntary Benefits through Aflac and American Fidelity

**Please visit:**  
**[www.co.jefferson.or.us](http://www.co.jefferson.or.us)**



Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 10, 2019** (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 "submit your application" and follow the directions provided.** 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.



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

371 NE Gilman Blvd., Suite 310  
Issaquah, WA 98027  
206.368.0050