



Washington Association
of **COUNTY OFFICIALS**

EXECUTIVE DIRECTOR

\$101,043 - \$131,584

Plus Excellent Benefits

Apply by

June 23, 2019

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located in Olympia at the foot of majestic Mount Rainier with the Pacific Coast just an hour drive away, Washington Association of County Officials (WACO) is a non-profit organization dedicated to serving and enhancing communities in the State of Washington by providing support and a forum to exchange ideas for county leaders.

As the state capital, Olympia is a city infused with the energy of government activity but is also a place where people enjoy the outdoors during its mild winters and warm summers. Residents enjoy hiking and biking trails that meander through evergreen forests and lead to saltwater beaches. Other popular recreational activities such as boating, tennis and golf can be enjoyed almost any day and the nearby mountains offer many opportunities for skiing, snowboarding, cross country skiing, snowmobiling and mountain climbing.

If you are a self-driven executive professional who thrives on creativity, public service and consensus building, this is an ideal opportunity to work and make a difference in one of the most beautiful areas in the Pacific Northwest.

THE COMMUNITY

With a population of over 52,000 residents, Olympia is the capital of the state of Washington and the county seat of Thurston County. With an economic engine fueled to a great extent by state government, as well as three higher education institutions, Olympia enjoys the benefits of a stable workforce, an engaged and educated community, and a well-supported school system.

Historic downtown Olympia offers a variety of eclectic shopping and dining experiences, while Olympia's Westside is a regional shopping destination with numerous national brand stores and the auto mall. Mild winters and pleasantly warm summers make the Olympia area an ideal place for outdoor recreation. Olympia maintains 40 public parks with many public trails that lead to saltwater beaches.



THE ORGANIZATION

WACO began its early stages of development in 1954 when elected officials in Washington State extended an invitation to join through their respective associations. By January of 1955, legislation was introduced to add the Washington State Association of Elected County Officials in state statute. The bill did not pass. Determined county officials continued their efforts for four more years and ultimately won passage of the legislation in 1959. WACO commenced operation on March 1, 1960. WACO remains a private, non-profit organization but is considered a "quasi-public agency" for certain purposes.

WACO is comprised of affiliate organizations for county officials in Washington's 39 counties. These affiliate associations meet throughout the year, bringing colleagues together to discuss issues of common interest and to exchange ideas and opinions. WACO policy is determined by a 19-member Board of Trustees made up of county officials from throughout the state. Representatives on the Board are chosen by county size and affiliate group. Officers and trustees are elected at the annual WACO Conference and meet four to five times a year. WACO has a full-time staff near the capitol campus in Olympia, serving the 263 members in the organization.

Operating with a 2019 budget of \$845,260 and 4 FTE's including the Executive Director, WACO works closely with the Washington Association of Counties (WSAC), a similarly situated association of County Commissioners, County Executives and County Council members. The membership of the Washington Association of County Officials (WACO) includes elected county assessors, auditors, clerks, coroners and medical examiners, prosecuting attorneys, sheriffs, treasurers and comparable appointed officials in charter counties.

WACO provides the following to its members: legislative representation; education and training; informational publications; day-to-day assistance concerning a wide variety of issues of importance to counties; local, state, and federal agency liaison; an annual conference for training and to develop a legislative package; affiliate support; and other forums in which to develop ideas and build consensus.



THE POSITION

The Executive Director is the chief executive officer and responsible for providing organizational leadership, managing the day to day operations of the association office, overseeing the financial affairs of the association, facilitating a strategic plan for the association and executing that plan, managing the association staff, and generally ensuring the overall success of the association.

The Executive Director provides direct legislative and policy service to WACO members. The Director serves as the Secretary of the Board of Trustees and its Committees and is responsible for keeping Board members informed about issues, needs and operations of the association.

Other responsibilities include:

- Act as Secretary of the Board of Trustees, the Legislative Committee, and such other committees as the Board of Trustees may determine.
- Represent the Association before any federal or state legislative body, or other body or hearing upon the direction of the Board of Trustees.
- Appear before legislative committees during legislative sessions or at interim meetings throughout the year, testifying in support of legislation beneficial to county government and testifying against adverse legislation.

- Have sole responsibility for direction and supervision over the office and employees of the association, and shall have the power to hire, discipline, evaluate, and dismiss personnel at any time, with or without cause, consistent with any personnel policy adopted by the Board.
- Educate legislative members, stakeholders, the public, relevant state agencies and the Governor on any recommendations approved by county officials at the annual conference.
- Discuss bills with legislators and stakeholders while seeking their support of the WACO priorities. Respond to any legislative inquiries on matters relating to bills before the Legislature.
- Prepare and distribute ongoing information to county officials on legislative actions and committee meetings, new laws, court decisions, and state and federal policies affecting county administration.
- Maintain relationships with each of the WACO affiliate organizations, participating to the extent possible in their conferences and other meetings.
- To the extent desired by the affiliates, meet with committees and officers of the affiliate groups regarding goal setting and programs for district and statewide meetings.
- Develop and maintain communications tools for the association and its members, including publications, website, social media, and conferencing opportunities, and facilitate their use by the affiliates and individual members.
- Meet with state agencies and county officials to help coordinate activities in matters relating to county operations.
- Working with staff, Board, the Education Committee and host officials, plan and coordinate the annual WACO Conference.
- Based on input from counties, affiliates and the Education Committee, develop and offer other training opportunities as requested.
- Communicate regularly with the Board of Trustees regarding association operations, and direct all WACO staff, including hiring, discipline, regular performance evaluations, and dismissals.
- Working with the Board of Trustees, prepare and monitor the association's budget, including reviewing all bills for payment and cosigning checks.
- Secure the financial stability and sustainability of WACO as an assessment-dependent organization and develop and maintain a long-range strategic plan and corresponding work plan for WACO and ensure progress toward their goals.
- Maintain a strong relationship with WSAC and other statewide peer organizations.



CHALLENGES & OPPORTUNITIES

- Secure the financial sustainability of WACO as a dues dependent organization.
- Maintain vitality of Association relating to organizational structure, membership services, and shared services.
- Maintain a strong relationship with WSAC.
- Promote the independent relationship of members with their affiliate organizations (Clerks, Assessors, etc.)
- Develop a strategic and long-range plan for WACO.
- Work with the legislature to improve the fiscal sustainability of county government.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree in Business Administration or a related field and at least 5-7 years of progressively responsible senior management experience, preferably in the public sector at the local, county or state government level and/or in association management, or any satisfactory combination of education and experience that demonstrates the knowledge, skills and abilities to perform the above duties are required. A master's degree in Public Administration, Business or a related field is preferred.

Necessary Knowledge, Skills, and Abilities:

- The ideal candidate is a self-driven, charismatic leader who has a strong understanding of county and state government as well as knowledge of association management.

- Candidates must have strong administrative and executive skills and experience working within a political environment.
- The ability to maintain a strong personality among diverse interests of elected officials will be imperative for the longevity of this position.
- The next Director will have strong relationship building skills, as well as expertise at developing partnerships and fostering collaborations.
- Candidates must have the ability to multi-task, managing competing priorities simultaneously under stressful conditions.
- Proven effective lobbying skills and the ability to be persuasive in promoting the legislative interests of WACO and Counties is a must.
- The ideal candidate will be open minded and be a good listener who is respected, reputable and values integrity. He or she will excel at bringing differing opinions together for discussion and resolution of issues.
- The ability to build consensus among diverse views is key to the long-term success of the Executive Director.
- The ideal candidate is a creative visionary, an agent of change and embraces an entrepreneurial spirit. He or she must be able to lead staff, delegate responsibility and manage accountability.
- The new Executive Director will have strong fiscal knowledge and the ability to manage a budget. Being a strategic thinker with strong analytical skills is a plus.

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 and the continuous improvement of County services.



COMPENSATION & BENEFITS

- **\$101,043 - \$131,584 DOQ**
- Medical, Dental, Vision and Life, with possible HSA contribution
- 8 Paid Holidays + 4 Personal Days
- PTO Leave – 27 hours per month/324 hours per year
- 401(k) Retirement Plan – 7.5% of annual salary, if 6% is contributed
- Deferred Compensation – optional
- Buy-Up Ancillary options – optional



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Please visit:
www.countyofficials.org

The Washington Association of County Officials is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 23, 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** 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.



www.prothman.com

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