



AOC

Association of Oregon Counties

Salem, Oregon

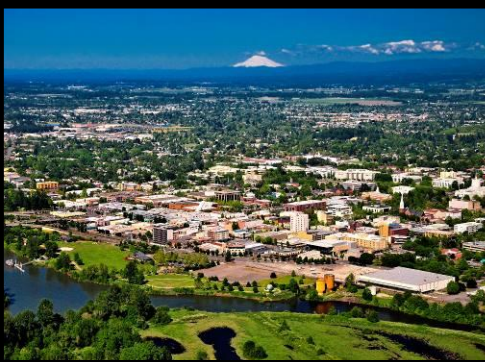
EXECUTIVE DIRECTOR

\$150,000 - \$170,000

Plus Excellent Benefits
(Salary Under Review)

Apply by
September 29, 2019
(open until filled)

***P*ROTHMAN**



WHY APPLY?

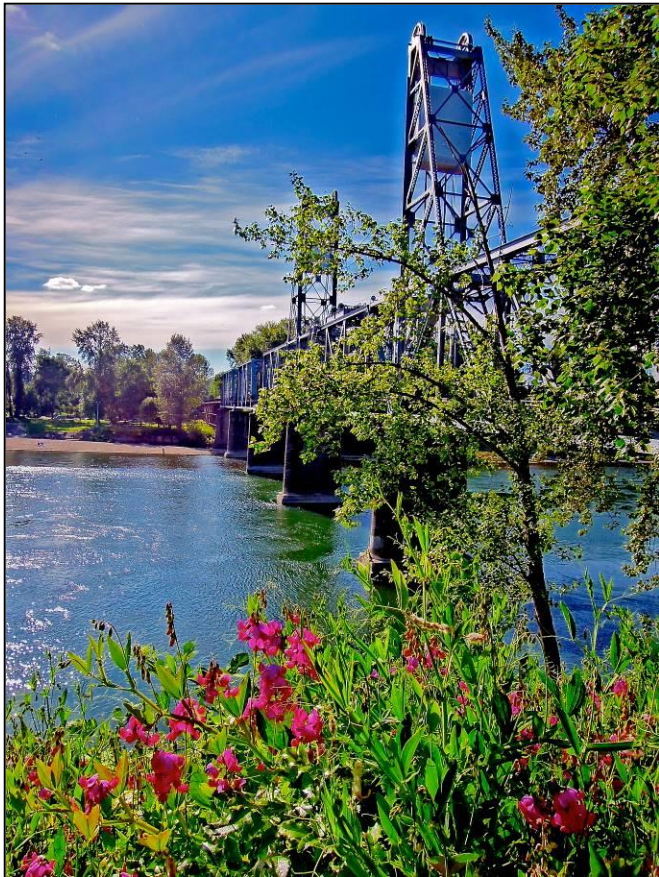


Headquartered in the Oregon State Capital of Salem, the Association of Oregon Counties (AOC) is a dynamic resource hub for advocacy, research, and leadership development that strives to strengthen

and connect its 36 counties, bringing together county officials from around the state, resulting in a unified, powerful and influential force.

Located in the lush Willamette River valley in Oregon, the AOC headquarters are just an hour away from the Cascade mountains to the east and the ocean beaches to the west. The Salem area offers year-round outdoor recreation, sports, music, theater, and arts, and is supported by a diverse economy, including agriculture, education, manufacturing, technology, recreation, and tourism.

The Association of Oregon Counties offers the right Executive Director a challenging and rewarding career opportunity in a beautiful place to live!



THE COMMUNITY

Salem is Oregon's capital city, located in the mid-Willamette Valley. Salem covers over 49 square miles and is home to over 170,000 residents. The Salem/Keizer metropolitan area has a population of over 400,000. Salem is the employment and retail center for surrounding communities in Marion and Polk counties. Large employers include state and county government, Salem Hospital, Willamette University, and Salem-Keizer School District. Major industries include value-added agriculture, food processing, high-tech manufacturing, and light manufacturing. Salem provides a great environment for families, with affordable housing, an excellent transportation system, health care services, and an award-winning K-12 school system.

Over 13 public or private universities and colleges are located within a 70-mile radius, providing opportunities for both undergraduate and graduate degrees. Salem has easy access to the Oregon coast, Oregon Cascades, and the Portland metropolitan area. In addition, Salem provides excellent outdoor, urban, cultural, and recreational activities. Salem residents have a strong culture of volunteerism and have a demonstrated commitment to community improvement.

THE ORGANIZATION

The Association of Oregon Counties is a statewide organization representing Oregon's 36 counties. Representing Oregon counties since 1906, the Association of Oregon Counties unites counties to advocate, communicate, and educate through information sharing and consensus development. The Association works with counties, other local government associations, and county affiliate and associate organizations to advocate and coordinate on behalf of the counties with the state legislature, state agencies, Congress and federal agencies. The AOC provides county officials unique opportunities to interact with colleagues from across the state in regional and statewide gatherings, as well as on-going training and educational opportunities for elected and appointed county officials.

The Association of Oregon Counties is governed by a 47-member (with alternates) Board of Directors that has general supervision over all affairs of the association and appoints the Executive Director.

The Board consists of the officers of the association, any judge or commissioner serving as an officer or member of the board of the National Association of Counties or the Western Interstate Region, one representative from each of the affiliate members, eight district chairs and up to six members at large, plus one additional commissioner or judge from each county with a population of 250,000 or more. The AOC elects a new president each year at their Annual Conference, whose goal is to develop an initiative to work on throughout the year as AOC president. The Association of Oregon Counties operates with 22 full-time employees, and an annual operating budget of \$3,063,183.



THE POSITION

Working under the administrative direction of the Association of Oregon Counties' Board of Directors, the Executive Director provides leadership in developing and establishing the organization's vision, goals and objectives. The Executive Director also organizes, plans, and directs programs, activities, and operations of the AOC in order to continue to provide information service programs and legislative representation and coordination for Oregon counties.

Responsibilities Include:

- Evaluate, grow, and implement goals, programs, and policies and procedures to improve organization effectiveness and efficiency while continuing to maintain a cooperative working relationship with staff, other organizations, and the public.
- Prepare and present initial and revised budget requests. Monitor and approve expenditures for compliance to approved budget. Develop grant requests and solicit funds for organization services.

- Work with AOC Board and various committees to develop long- and short-range plans for organization efforts. Attend AOC Board and various other meetings, providing input and receiving direction or other information.
- Plan and develop programs, services and activities based on analysis of service area growth, usage patterns, workload, staffing levels, requests and related legislative issues to provide appropriate services.
- Assign, supervise and evaluate work of subordinates. Resolve grievances and administer disciplinary action. Approve hiring and termination actions. Ensure adherence to personnel policies and the provision of adequate training.
- Research and draft legislative bills. Prepare testimony for presentation to the legislature and legislative committees. Work with individual legislators and other officials in preparing and amending legislation to achieve AOC's legislative position, goals and objectives. Monitor progress of bills through the legislature and ensure county officials are informed of legislative developments.
- Confer with county officials to identify and help resolve problems in various areas, e.g. organizational structure, finance, human resources, legal, intergovernmental relationships, etcetera.
- Monitor state and federal agency activities relating to Oregon counties.
- Coordinate activities and act as liaison with a wide variety of organizations and agencies, including the National Association of Counties, League of Oregon Cities, Local Government Personnel Institute, City County Insurance Services and other local, state, regional and national groups.

OPPORTUNITIES & CHALLENGES

Organizational Development: While the current management team is very capable and has the confidence of the Board, the AOC will benefit from an Executive Director that has guided organizational change. While the AOC is currently recruiting a new Executive Director, the organization will be replacing its COO who is retiring at the end of the year. The ideal candidate will possess expertise in managing workforce transformation while focusing on organizational development, effectiveness, and improvement. As well, the new Executive Director will maintain an image of professionalism, trustworthiness and maintain itself as a reliable voice for all county interests.

Financial Stewardship: The ideal candidate will have a background and experience in an organization that has utilized lean management methods to create a culture of continuous improvement. The organization must be clear to its members that the AOC will operate as a lean and financially disciplined association.

State Budget Challenges: The State of Oregon is in a perpetual financial crisis which impacts the ability of counties to plan for the delivery of services. Being a voice at the legislature and with state agencies to articulate the impact of revenue shortfall is an important challenge that will be tackled by the Executive Director

Shared Goals: Historically, group discussions tend to highlight the differences among rural and urban Counties instead of shared interests. The new Executive Director must be knowledgeable of these differences, while advocating and guiding discussion towards advancing common interests of all Counties.

Lead in the Training of Commissioners: The new Executive Director will take an active role in leading in the training of Commissioners to continually improve professionalism and add value to being an association member.

Regulatory Awareness: Counties receive a lot of revenue as a pass through to achieve goals for State Agencies. The new Executive Director must have strong regulatory awareness and a clear voice as a partner. Collaboration, not top down submission to edict, is a desired outcome.

IDEAL CANDIDATE

Education and Experience:

An equivalent to a bachelor's degree in public or business administration and seven (7) years of experience in local government, including at least three (3) years of responsible management or administrative experience is required. A master's degree or equivalent in a related field is preferred.

Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties will be considered. Previous experience leading a legislative advocacy organization is preferred. Candidates must have a valid Oregon state driver's license by time of hire.



Necessary Knowledge, Skills and Abilities:

- Broad knowledge of county government organizations, problems and practices; state and federal legislative and lobbying process; laws, rules and regulations affecting county governments; inter-governmental relationships; budgeting; and principles of supervision and personnel practices.
- The ability to facilitate cohesion in a group that has strong opinions and perspectives is a must. The ideal candidate will understand both urban and rural perspectives, and have experience developing common ground.
- Skill as an excellent communicator, able to understand policy discussion and guide the sometimes-difficult process of developing policy that is clear and strategic.
- Knowledge of strategic planning and long-range goals, and the ability to build and facilitate a shared vision.
- Candidates with extensive knowledge of the legislative process, lobbying, and articulation of a good legislative agenda succeed in this position.
- Ability to be confident as the face of AOC at the state, region, and national levels.
- Successful lobbying experience, and a demonstrated ability to manage staff and finance for an association of like culture and size as the AOC.
- A strong understanding of the disparate nature of each county and how to negotiate the best outcomes for all.
- Prior experience with developing and implementing successful succession planning programs.

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

COMPENSATION & BENEFITS

- **\$150,000 - \$170,000 DOQ**
- Medical, Dental, & Vision Insurance
- \$100,000 Life Insurance
- Vacation & Sick Leave
- 10 Paid Holidays
- Retirement plan the month following 1,000 hours in position. Employee pays 6%, and AOC pays 9% of contribution. Following 1,000 hours, employee base salary increases by 6% to cover the 6% Employee portion. This is a one-time occurrence.
- Mileage Reimbursement
- Cellular Phone Reimbursement



Please visit:
www.oregoncounties.org

The Association of Oregon Counties is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 29, 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. 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

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