



Spokane County
WASHINGTON

CHIEF EXECUTIVE OFFICER

\$150,000 - \$178,000

Plus Excellent Benefits

Apply by

March 22, 2020

(First Review, Open Until Filled)

PROTHMAN



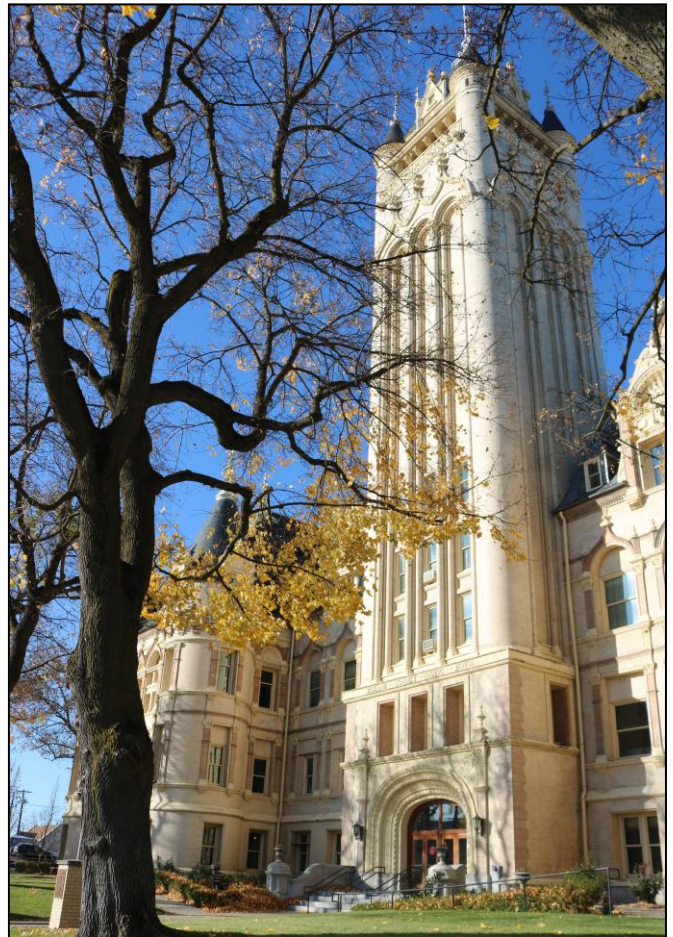
SPOKANE COUNTY, WASHINGTON



Named as one of the Best Places to Live in America by Outside Magazine, Spokane, Washington is Eastern Washington's largest city and is situated east of the Cascade Range in Washington and on the western slope of the Coeur d'Alene Mountains next to the Idaho-Washington boundary. The region offers outstanding benefits for individuals looking to move to a new area, including excellent recreational opportunities, low-cost living, affordable housing, and an abundance of educational offerings and industry base.

Within the County's 1,800 square miles of land, function thirteen cities and towns, each with their own unique characteristics and family-oriented values. Spokane County is a business, trade, and cultural center for the Inland Northwest. The area is rich in natural resources, and both agriculture and forestry are important industries to the local economy. There are over 28,000 farms in the area, 12,000 retail and wholesale businesses, and 2,500 manufacturing enterprises. Spokane County's regional economy is well-rounded and diversified, with a strong emphasis in manufacturing, logistics, aero-space, life sciences, education and research, agri-business and professional services. The County has a rich military history dating back to pre-World War I regiments and extends to air refueling operations around the world from Fairchild Air Force Base. Fairchild's aircraft and personnel make up the backbone of the Air Force's tanker fleet on the west coast. Currently, the Air Force base is the single largest employer in the County.

Recreation abounds in Spokane County with prevalent opportunities for fishing, hiking, camping, golfing, skiing and more. There are more than 76 lakes within a one-hour drive of Spokane with more than seven championship public golf courses. The area enjoys over 130 local parks including Riverside State Park, a 14,000-acre park along the Spokane and Little Spokane rivers that offers camping, picnicking, swimming, fishing and boating, and Manito Park, a 90 acre park with spacious manicured lawns, playgrounds, walking and biking paths, flowers, topiary shrubs, a greenhouse conservatory and multiple picturesque gardens. In the winter, excellent skiing is available at five nearby mountain resorts.



Higher education is well represented in the region by Gonzaga University, Eastern Washington University, Washington State University, Whitworth University, and the Community Colleges of Spokane.

THE COUNTY

Governed by three Board of County Commissioners, each serving a four-year term, the Spokane County government is comprised of more than 50 departments, 1900 employees, and an Assessor, Auditor, Clerk, Sheriff, and Treasurer. Operating in and around the historic county courthouse built in 1894, the courthouse remains a beacon of Spokane heritage and prosperity, showcasing one of the finest examples of French Renaissance architecture in the West. The annual budget, as approved by the BOCC for 2020, is \$792 million. A large component of the budget is dedicated to law enforcement and detention services. Spokane County is dedicated to enhancing and protecting the quality of life for more than half a million citizens through responsive, cost-effective and customer-driven services.

The Spokane County Government Structure is poised to assist the public in understanding the scope of services provided at the county level. Spokane County's success in creating regional partnerships, promoting financial stewardship, and implementing sound public policy is made possible through the teamwork of citizens and employees throughout the region and beyond.

THE POSITION

Under the direction of the Board of County Commissioners, the Chief Executive Officer serves as the chief executive and manager for all departments reporting to the Board of County Commissioners (BOCC). The CEO assists the BOCC in developing its vision, oversees its implementation, and serves as an advisor to the BOCC and liaison between the BOCC, the employees and elected officials of Spokane County government, as well as an ambassador to the community at large. The CEO represents the County on two Public Development Authority Boards, in interacting with numerous government agencies and serves on regional committees.

Other responsibilities include:

- Provides highly skilled, confidential staff support to the BOCC; prepares reports and recommendations on policy, budget and operational matters.
- Assists the BOCC in developing and implementing their vision, long range plans and strategic policy direction; supervises staff implementation of same.
- Responsible for identifying, recruiting, hiring and termination oversight of senior management and department heads with the confirmation of the BOCC.
- Develops the competence and expertise required for the leadership of each direct report division to be exceptional in achieving the County's vision.



- Performs complete managerial oversight in collaboration with and with direct supervision of other senior management; including planning, directing and leading staff in the development, implementation and evaluation of direct report departmental goals through an annual operating plan, ongoing assessment of departmental performance, organizational staffing and structure; ensures accountability; acknowledges success through recognition and/or rewards.
- Provides department heads, direct reports and all staff with support to address issues, needs and problems. Identifies challenges facing individual departments and the County as a whole; develops effective strategies to work toward resolution; implements BOCC-approved action plans accordingly.
- Develops and maintains strong, cooperative working relationships with department heads and staff; conveys the vision of the BOCC in a manner that motivates and instills trust, unity, inspiration and a sense of shared purpose among employees.
- Continuously monitors and evaluates the efficiency and effectiveness of the County's service delivery and governance, with emphasis on departments and functions under the authority of the BOCC. Actively oversees the development and implementation of policies and programs, ensuring their consistency with the County's core values and the delivery of superior customer service. Recommends and implements BOCC approved actions to maintain and improve services.
- Directs studies of administration, management and organizational matters and recommends solutions to the departments and the BOCC for approval.
- Attends and participates in BOCC meetings, conferences and conventions to serve as advisor, subject matter expert and community ambassador. Makes reports and recommendations, identifies community challenges and opportunities; engages in community efforts to provide resolutions; seeks opportunities to improve the quality of life in the County.
- Serves as dynamic and effective ambassador for the mission, goals and values of the BOCC both within County government and throughout the community, developing and cultivating relationships between staff and community stakeholders and community leaders in a proactive manner.
- Actively oversees the planning, acquisition, financing and negotiation of major capital projects under the jurisdiction of the BOCC.
- Maintains relationships with bond Counsel, financial consultants and bond rating agencies.

OPPORTUNITIES & CHALLENGES

Strong Debt Rating:

In 2019, Spokane County's debt rating was upgraded to AA+. This is the County's highest ever rating by Standard & Poor's, which was a result of a strong economy and the County's ability to maintain costs, an effort largely led by our Board of County Commissioners and the County CEO. The upgrade will result in lower interest rates which will allow Spokane County to keep its borrowing costs low in the future. The only County in the State with a higher rating is King County, home to the City of Seattle.

Values-based Leadership Model:

Senior leaders and elected officials meet regularly to focus on raising the level of employee engagement at Spokane County as directed by the Board of County Commissioners. Efforts include: increasing awareness of the importance of employee engagement to the quality of services at the County, using a county-wide approach to determine and implement a values-based approach to leadership and the workforce, and forming a county-wide Guiding Coalition group to strategize and imbed our values into the practical work life at the County.

Total Compensation Study:

The County recently completed a formal Total Compensation Study by an outside vendor for the purpose of analyzing the competitiveness of wages and benefits from a total compensation perspective. Currently, the County is in the next phase of strategizing how best to implement the results to benefit the County's ability to recruit and retain high level employees which remaining fiscally responsible to its taxpayers.



Business Expansion and Recruitment to Sustain Services in a Growing County:

The Board of County Commissioners is dedicated to creating an environment whereby a healthy economy can thrive and grow. Through inter-agency agreements, private-government partnerships, and more, the continuing efforts of the Board of County Commissioners and the Chief Executive Officer have resulted in unprecedented business development in the County. For example, in the last year, two large, global companies have chosen to build their business in the County, bringing jobs to the region. Such companies recognize the factors in Spokane County make locating their businesses here a win-win for everyone. It is vital that efforts continue to help bring healthy companies to the area to create jobs and a sustainable economy.

IDEAL CANDIDATE PROFILE

Education and Experience:

A Bachelor's degree in public administration or a closely related field, and ten (10) years of progressively responsible executive level management experience or equivalent experience, preferably in the public sector is required. A Master's degree in a related field is preferred. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described will be considered.

Necessary Knowledge, Skills, and Abilities:

- Demonstrated knowledge of government operations, organization and administration, including the impact of state government on same.
- Substantial expertise in the management and oversight of budget and fiscal affairs, senior-level personnel, technology and capital facilities management and planning.
- Extensive experience in urban and rural government services including infrastructure, development, land use, criminal justice and law enforcement.
- Critical thinking skills, with a big picture view of the County operations, and the County and region as a whole. Ability to guide decisions, understanding the short- and long-term impacts to the County and region.
- Politically savviness, understanding how to navigate effectively with various opinions, ideas and special interests.

- Extensive knowledge of regional services such as courts, social services, corrections and jails.
- Ability to communicate effectively both inwardly to the organization and outwardly to the community and other governmental agencies. Exemplary organizational and staff leadership skills, relationship building and public involvement.
- Demonstrated experience facilitating private sector economic development.
- Successful experience negotiating contracts, including labor contracts.
- Ability to develop collaborative working relationships with peers with other governmental organizations and other key stakeholders within and outside of the County.
- General knowledge of labor and labor relations, and strategic planning experience.
- Ability to confidently work side by side with the BOCC, developing a trusting relationship individually with each member. The CEO is expected to treat all members equally and fair in discussion and resolution to maintain an excellent relationship and coordinate politics and objectives across all departments.
- The ideal candidate will be open, honest and trustworthy. Demonstrated experience as a team builder with an executive leadership team, and the ability to work with various personalities effectively and cohesively will allow the selected candidate to thrive. Candidates with a sense of humor, and the ability to develop a professional yet enjoyable organizational culture are highly sought.

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. Final candidate shall provide proof of residency within Spokane County within six months of appointment and maintain residency throughout employment.

COMPENSATION & BENEFITS

- **\$150,000 - \$178,000 DOQ**
- Medical (choice of PPO or HMO), Dental and Vision coverage
- Life Insurance and AD&D
- Paid Time Off
- Paid Holidays
- WA State PERS Retirement
- 457(b) Deferred Compensation
- Long Term Disability



Please visit:
www.spokanecounty.org

Spokane County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 22, 2020** (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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