



JEFFERSON COUNTY
OREGON

BUILDING & GROUNDS
DIRECTOR

\$86,079 - \$110,984

Plus Excellent Benefits

Apply by
August 16, 2020
(First Review, Open Until Filled)

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.

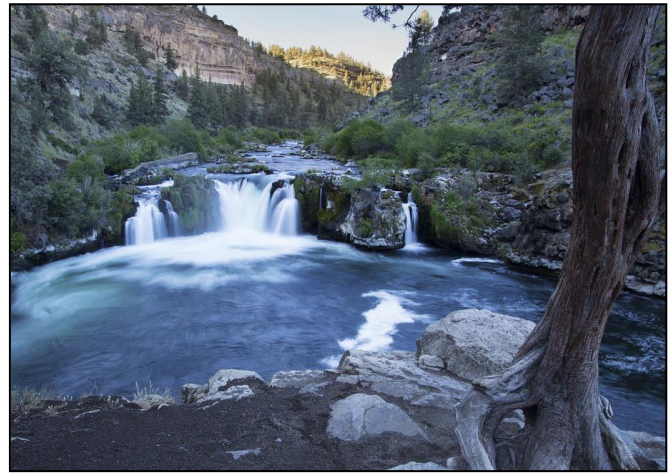
Jefferson County is looking for someone to join the County in building a better future for residents and to help craft a culture of excellence both within the department and within County government, and bring experience, energy, and a positive attitude, with plans and ideas to develop rich departmental goals with an eye toward the future. This is an excellent opportunity for an experienced building and grounds professional to make a difference in a region that takes pride in its spectacular natural beauty and way of life and lead the County into the future.



THE COMMUNITY

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.

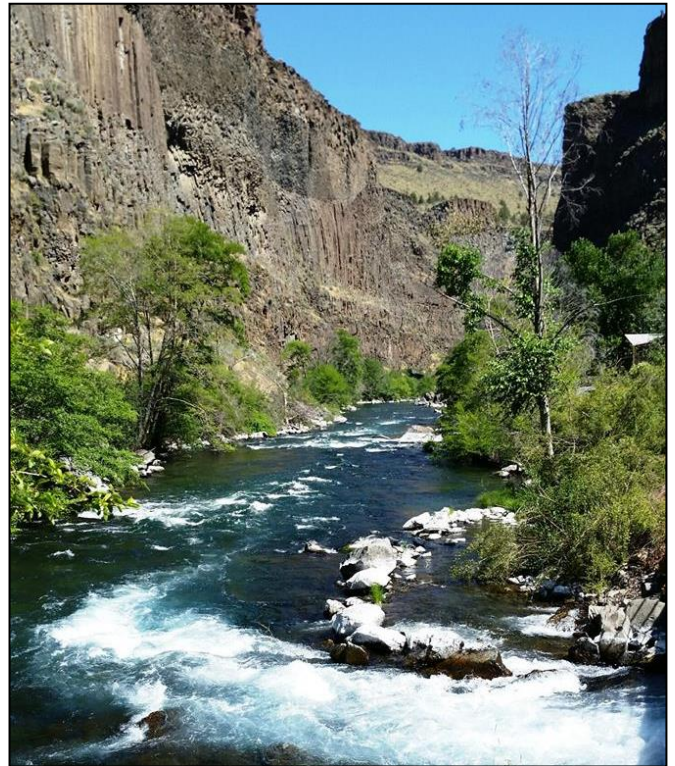
THE COUNTY

Jefferson County is a general law county that is governed by three part-time County Commissioners who each serve four-year terms. The commissioners are non-partisan. The County has an elected Assessor, Clerk, District Attorney, Sheriff, Surveyor and Treasurer. Other non-elected major departments (appointed department directors) include: Finance, Public Health, Juvenile Justice, Community Development, Fair, Adult Probation, and Public Works. Other appointed officials include the County Administrative Officer and County Counsel. The fiscal year 2020-2021 adopted budget for the County is \$74.9 million and there are approximately 135 FTEs.

Jefferson County is in a strong financial position. The County completed construction of a new courthouse in August 2016 using a mixture of cash reserves, state grants, and bond sales. The County, in conjunction with Mosaic Medical, will also be breaking ground on a new 20,000 square foot Public Health Building soon to accommodate the growing needs of Jefferson County citizens. 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 DEPARTMENT & POSITION

The department is responsible for property management and maintenance of all County owned properties, buildings, and land which includes nine employee staffed buildings, 150-bed adult correctional facility, Juniper Hills Park, 65-space RV park, the operation of County cemeteries, and the Fairgrounds complex which includes a fishing pond. The department consists of a seven-member team who are responsible for the care and maintenance of all Jefferson County maintenance needs. The department consists of a Director, a Staff Assistant III, a Lead Maintenance Technician, a Maintenance Technician II that cares for the cemetery, two General Maintenance Technicians III, a Maintenance Technician III that cares for the Fairgrounds, and one Fair Coordinator who serves an integral role in the success of the annual Jefferson County Fair. The Buildings & Grounds (B&G) Director manages the B&G program for Jefferson County under the direction of the County Board of Commissioners and the County Administrative Officer. For a full job description, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

Opportunities:

1. The previous long-term director left the County's older buildings in good shape; however, the buildings are indeed older and in need of various repairs.
2. The County only has an informal long-term preventive maintenance plan. The new Director will take advantage of improved electronic systems and develop a formal long-term preventive maintenance plan.
3. A new 21,000 Sq. Ft Health and Wellness building scheduled to begin construction in 2021. The County will be using an outside Project Manager.

Challenges:

1. Once the new Health and Wellness building is completed, there is a need to surplus the current Public Health Building.
2. The County's fairgrounds buildings/structures are old. The new Director will work to ensure the buildings are safe and take measures to improve safety if needed.
3. The County's fair budget is likely to struggle with the reduction in tourism/travelers in the coming years. Essential budgeting of projected costs and planning will be needed.

IDEAL CANDIDATE PROFILE

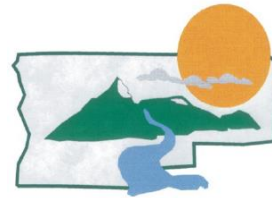
Education and Experience:

Candidates must have a High School Diploma or equivalent. A Bachelor's degree in administration, business, construction management, facilities management, or related field is highly preferred, along with five (5) years of progressively responsible experience related to area assigned, including supervisory experience. Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities will be considered. Certifications in building maintenance, planning, or site use desired. If employee has and maintains a Certified Facility Manager (CFM) credential from the International Facility Management Association, the position's salary will increase from Grade 31 to Grade 32. 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. This position is required to perform some physical duties and will require a "post offer physical exam".

COMPENSATION & BENEFITS

- **\$86,079 - \$110,984 DOQ**
- Medical, Medical, Vision and Dental Coverage and a \$1,500 employer contribution to a HSA or VEBA (health care) account
- Vacation
- Sick Leave
- 9 Holidays
- Oregon PERS Retirement
- 457 Deferred Compensation Plan Available
- Wellness Program Contribution

Please visit:
www.jeffco.net



Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 16, 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 "Open Recruitments", select "**Jefferson County, OR – Building and Grounds Director**", and click "**Apply Now**", or click [here](#). 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

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