



*Lincoln County*  
OREGON

## HUMAN RESOURCES DIRECTOR

**\$100,000 - \$130,000 DOQ**

*Plus Excellent Benefits*

*Apply by*

**May 16, 2021**

*(open until filled)*

***P*ROTHMAN**

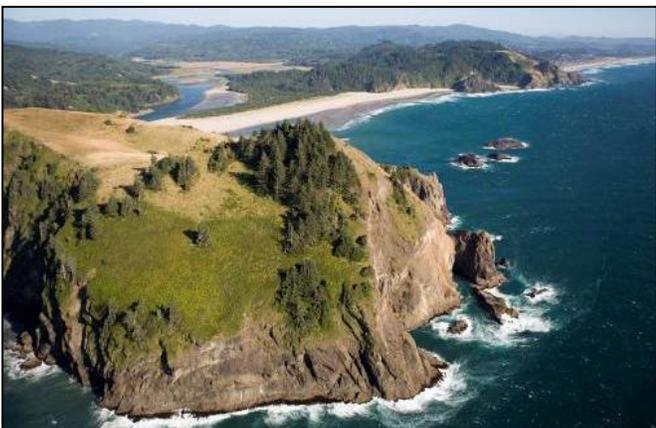


**WHY APPLY?**



Located in the heart of the beautiful central Oregon Coast, Lincoln County is home to spectacular natural beauty, a thriving arts community, and a growing ocean-based economy.

From Cascade Head at the north to Cape Perpetua at the south, Lincoln County boasts more than 40 federal, state, and local parks, along with two wilderness areas, providing an abundance of recreational opportunities for camping, fishing, hiking, beachcombing, whale watching and more. Several community theatres and many art galleries are scattered throughout the County with plenty to keep cultural fans busy. One of the largest fishing fleets on the west coast is located in Newport which, along with tourism, creates a healthy economy. When you live in Lincoln County, you'll feel like you're on vacation every weekend. Working for Lincoln County will offer you the chance to join a progressive, dynamic team led by a supportive Board of Commissioners who cares about its employees.



**THE COMMUNITY**

Lincoln County has a population of 48,820 people which can blossom to over 100,000 at the height of the tourist season. The County covers roughly 992 square miles with approximately 54 miles of ocean beaches. There are seven incorporated cities within the county borders, including Lincoln City, Depoe Bay, Siletz, Toledo, Newport, Waldport and Yachats, each with its own distinct personality. The cities give the County a small-town feel, yet the urban centers of Portland, Eugene and Corvallis are not far away.



Newport is the County seat and the location of Yaquina Bay where the ocean industry is centered. The bay and surrounding areas are home to the large commercial and recreational fishing fleet, the Coast Guard, NOAA, OSU Hatfield Marine Science Center, Newport Aquarium, Oregon Department of Fish and Wildlife, and the new OMSI Day Camp. Oregon Coast Community College is also located here with branches in Waldport and Lincoln City. Many festivals take place in Lincoln County throughout the year including the Wine and Seafood Festival, Celtic Festival, Yachats Mushroom Festival, Toledo Summer Festival, Siletz Pow Wow, Lincoln City Kite Festival, Depoe Bay Salmon Bake, the Lincoln County Fair and more.

All these elements, along with an extensive health care system, a diverse and supportive school district, and excellent emergency preparedness services, make Lincoln County a wonderful and unique place to live.

**THE COUNTY**

Lincoln County is governed by a three-member, nonpartisan Board of County Commissioners serving four-year staggered terms. The County employs 465 FTEs and has a 2020-2021 adopted budget of 110 million, including a general fund of 47 million. County departments include: County Administrator, Legal Counsel, Emergency Management, Fairgrounds, Finance & Accounting, Health & Human Services, Juvenile, Parks, Parole & Probation, Human Resources, Planning & Development, Public Works, Surveyor's Office, Transit, and Veteran Services. Elected County positions include the Assessor, District Attorney, County Clerk, Sheriff, and Treasurer. The County has a strong management team (M-Team) made up of elected officials and department directors that work closely together with the Human Resources Director.

## THE DEPARTMENT AND POSITION

Lincoln County's Human Resources (HR) Department has 5 FTEs including the Director, an Assistant Director, an HR Generalist, and two HR Assistants. The Department provides excellent service to internal and external customers, earning individual respect and increased credibility by being a knowledgeable, approachable, professional resource in providing quality services in the areas of employee relations, benefits, recruitment and retention, organizational development, compensation, and human resource information management.

Working under the general direction of the Board of Commissioners, the Human Resources Director manages the County's personnel, employee benefits administration, recruitment, retention, employee relations, compensation and classification system, Workers' Compensation, employee Wellness program and general internal training. The Director also provides guidance to elected officials, department directors, managers, supervisors, and employees for the above topics. To view the full responsibilities of the position, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

### Improve Department Efficiency

Currently the Human Resources Department utilizes old departmental systems that result in effective, yet inefficient employee recruitment and retention. The new Director will be responsible for updating or replacing several legacy systems in an effort to improve recruitment efficiency.

### Continue Initiatives

The new Human Resources Director will have the opportunity to work in a very functional environment to continue the implementation of initiatives already in place and will receive great support from the Commission and management team in successfully accomplishing this task.

### Develop Safeguards

In an effort to manage and reduce high magnitude Human Resource problems, the Human Resources Director will be responsible for working with department managers to develop and put tough new systems in place that will allow managers to effectively create solutions to problems as they arise in each department.



## IDEAL CANDIDATE PROFILE

Lincoln County is seeking candidates who are successful human resource professionals with excellent executive leadership skills. The successful candidate will understand the complexities of Oregon Human Resource Laws and be willing to work with the Commission to develop new Human Resource management strategies. Familiarity with multiple Human Resource platforms and systems, and experience with installing new systems will be a plus. Proficiency with computers will be crucial for candidates to be successful in this position.

The ideal candidate will have a history of developing proactive processes and systems for employees to follow, along with the ability to sort through different levels of problems and discrepancies. The new Director must be able to provide an outside-the-box strategic vision and leadership to implement effective recruitment strategies that will attract and retain qualified candidates, and be familiar with process review and analysis.

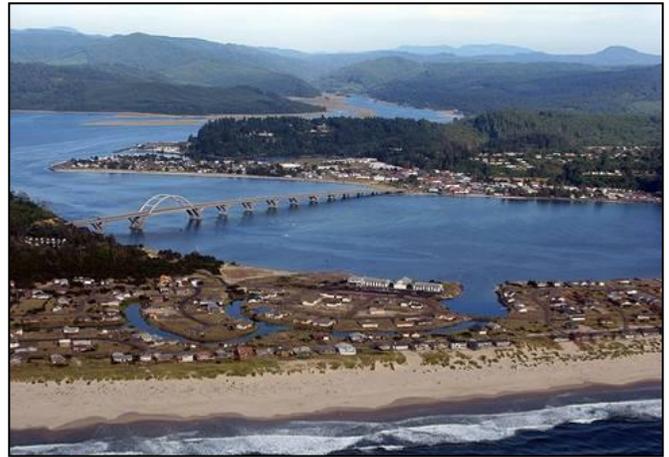
The ideal candidate will have a track record for delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation with a focus on extending departmental efficiency. Candidates must be comfortable meeting and interacting with many different groups including unions, the Commission, and the community.

Experience with unions is critical to a candidates' success in this position. He or she must also possess mentorship skills that will assist members of the department in furthering their goals to achieve leadership positions.

## EDUCATION & EXPERIENCE

A Bachelor's degree from a four-year college or university in personnel management, business administration, or closely related field is required. A Master's degree in a related field is preferred. Candidates must have eight (8) to ten (10) years of experience in personnel and benefit management, including policy development and administration, employee benefits, labor relations and grievance arbitration, or any satisfactory equivalent combination of experience and training as determined by the Board of Commissioners. The ideal candidate will be Society of Human Resource Management (SHRM) certified, hold a Human Resources Certificate Institute (HRCI) Senior Professional Human Resources certificate, or hold an International Public Management Association for Human Resources (IPMA) IPMA-SCP or some combination of the foregoing. Candidates must possess a valid Oregon State driver's license at time of appointment.

**For more information on Lincoln County, please visit:  
[www.co.lincoln.or.us](http://www.co.lincoln.or.us)**



## COMPENSATION & BENEFITS

- **\$100,000 - \$130,000 annually DOQ**
- 11% County Contribution to 401(k).
- Maximize Retirement Savings with Annual Individual Contributions up to \$18K each into a 401(k) and 457B.
- High Deductible Health Plan with a Fully Funded Health Savings Account (HSA) \$1500 for Individual Coverage \$3000 for Family Coverage.
- 9 Paid Holidays per Year.
- Generous Paid Time Off Plans.
- \$100/Month into Post Employment Health Plan

Lincoln County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 16, 2021** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically, and can be uploaded once logged in. **To apply** go to [www.prothman.com](http://www.prothman.com), click on "Open Recruitments" select "Lincoln County, OR – Human Resources Director" and click "Apply Online" or click [here](#). 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)

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