



Lincoln County
OREGON

COUNTY ADMINISTRATOR
\$120,000 - \$160,000 DOQ

Plus Excellent Benefits

Apply by
July 9, 2021
(open until filled)

PROTHMAN



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 will 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, Personnel, 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

Serving at the pleasure of the Board of Commissioners, the County Administrator is responsible for implementing BOC policy, and for planning, organizing, directing and controlling the activities and operations of Lincoln County government. The County Administrator also develops policy recommendations for BOC action and provides highly responsible and complex administrative support to the BOC. Working under the general direction of the Board of Commissioners, Lincoln County's Administrator supervises non-elected department directors. To view a full job description and the full scope of responsibilities, please view the attachment found [here](#) or visit www.prothman.com.

OPPORTUNITIES & CHALLENGES

Balancing Budget and Enhancing Services

While enhancing County services is a great priority for the County, the County Administrator must take into consideration the associated costs and maintain a balanced budget, while providing the best services possible. It is anticipated that the County Administrator will have a major role in the budget process.

Change in Government Structure

The County's current County Counsel has assumed general administrative duties over the course of his 35-year tenure with the County. This is a unique opportunity for a skilled public manager to play a key role in shaping new processes, programs and organizational structure as the County transitions to a full time County Administrator. The role of the County Administrator will be to lead the organization's strategic planning and strategic thinking efforts, coordinate the work of the various department directors and elected officials, and maintain a collegial and team-oriented workplace. The County Administrator also serves in various other management roles, including serving as County Fair Manager, managing the County's economic development program, and managing capital projects.

Regulation of Short-Term Rentals

Lincoln County requires a license to operate a Short-Term Rental (STR). The County strives to balance tourism with livability for its residents. The regulation of vacation rentals will continue to be a challenge.



Multiple Agency Coordination

To execute the County's goals, the County works closely with various local and regional governmental agencies. The County has excellent working relationships with other units of government, including the cities, and the County Administrator will play a leading role in assuring that these relationships are maintained and strengthened.

IDEAL CANDIDATE PROFILE

Education & Experience:

A bachelor's degree in business administration, public administration or political science and a minimum of seven (7) years of progressively responsible administrative or staff experience in municipal government with at least five (5) years in municipal administration and three (3) years of high-level administrative responsibility at a department head or Assistant City Manager level or above is required. A master's degree in a related field is preferred. Candidates must possess a valid Oregon State driver's license at time of appointment.

Necessary Knowledge, Skills & Abilities:

- Knowledge of the principles and practices of municipal government administration and operation, including policy development and implementation, leadership, motivation, team building and conflict resolution and pertinent local, State and Federal laws, rules and regulations.
- Ability to competently analyze a budget and technical reports, provide solutions and problem solve department cost recommendations and interpret and evaluate staff reports.

- Experience analyzing problems, identifying alternate solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Ability to assist the BOC in developing and implementing County policies and demonstrate tact and diplomacy with the public.
- Ability to work confidently side by side with the BOC, treating all members equally and fair in discussion and resolution.
- Skill in being politically astute, respectful, and resourceful, understanding the political balance of issues.
- The ideal candidate will be a strong, experienced manager with a keen knowledge of all local government processes, and the ability to engage in regional issues.
- Ability to take a mentorship role with the staff, providing leadership and maintaining good employee relations, and building trust with the BOC, staff, and the community.
- The skills to be a collaborative leader and team player with a strong work ethic, and the ability to show integrity and earn trust within the organization.
- Demonstrated experience managing a county, and the ability to keep the BOC headed down the right track.
- A track record of being fiscally responsible, showing a strong knowledge of local government finances, and the ability to look down the road to find opportunities or forecast issues before they arise.
- The ideal candidate will be a people person who is approachable, process oriented and personable, and has the ability to gain respect of staff and the community.

- The ideal candidate will be a big picture thinker who is bold, innovative and has attention to detail.
 - Experience dealing with issues related to economic development, community development and project management. Land use experience 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.

COMPENSATION & BENEFITS

- **\$120,000 - \$160,000 annually DOQ**
- 11% County Contribution to 401(k).
- Medical, dental & Vision Insurance
- Life Insurance & Long-term disability
- Paid Time Off
- 9 Paid Holidays
- Annual Individual Contributions up to \$18,000 each into 401(k) and 457B.

Please visit:
www.co.lincoln.or.us



Lincoln County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 9, 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, click on "Open Recruitments" select "Lincoln County, OR – County Administrator" 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.



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