



WASHINGTON

## COUNTY ADMINISTRATOR

# \$143,608 - \$175,000

*Plus Excellent Benefits*

*Apply by*

**August 15, 2021**

*(First Review, Open Until Filled)*

**PROTHMAN**



**WHY APPLY?**



The Mason County Commissioners have voted to have a County Administrator work with them to lead the County's government and guide the County into the future. This is a rare and exciting opportunity for a talented local government administrator to utilize one's experience and leadership to expand professional county management in Mason County and provide high quality and effective services to the County's citizens!

the future. This is a rare and exciting opportunity for a talented local government administrator to utilize one's experience and leadership to expand professional county management in Mason County and provide high quality and effective services to the County's citizens!

**THE REGION**

Located between the Puget Sound and the Olympic Mountains, Mason County has approximately 67,000 residents and covers 1,051 square miles. The City of Shelton is the only incorporated city within Mason County, with the surrounding communities of Allyn, Grapeview, Belfair, Hoodspport, Kamilche, Skokomish, and Union offering residents breathtaking views, world-class activities including scuba and skydiving, a thriving culinary scene from locally sourced and wild-caught food, and an active social calendar packed with live music and multiple community events.

Shelton is the county seat and occupies an area of 6.1 square miles. With over 10,000 residents, the city is the population center and service provider for the region. Logging and lumber milling have long been the economic foundation for Shelton, but the economy has expanded in other areas as well.



Shelton is in close proximity to Hood Canal, the only true saltwater fjord in the lower United States. Its clear deep waters provide world-class clamming, shrimp and salmon fishing, scuba diving, and miles of pristine shoreline for boaters, kayakers, and beachcombers to enjoy year-round. Immediately west of Shelton is Olympic National Park and Olympic National Forest. Here you will find mountain trails, thrilling vistas, temperate rainforests, waterfalls and more. Lake Cushman, the Mt. Ellinor Trail and the Staircase entrance to Olympic National Park are just three of the top attractions.

The school district is composed of seven schools: three elementary, one middle school for sixth and seventh grades, one junior high for eighth and ninth grades, one high school, and one CHOICE alternative school. Olympic College, a two-year community/technical college, has a campus in the northeast part of town.

**THE COUNTY**

Mason County is governed by a three-member Board of County Commissioners serving four-year staggered terms. The County employs 381 FTEs and has a 2021 budget of \$125,853,487 including a general fund of \$53,464,511. County departments include: Board of Equalization, Civil Service, Community Services (Building, Fire Marshal, Planning, Public Health), Emergency Management, Facilities and Grounds, GIS/Mapping, Hearing Examiner, Human Resources, Information Technology, LEOFF Board, Parks and Trails, Juvenile Probation, Public Defense, Public Works/Roads, Utilities/Waste Management, and WSU Extension. Elected County positions include the Assessor, Auditor, Clerk of the Court, the Commissioners, Coroner, District Court, Prosecutor, Sheriff, Superior Court, and Treasurer.



## THE POSITION

Under the direction of the Board of County Commissioners (BOCC), the County Administrator manages all appointed department heads under the jurisdiction of the BOCC, answers to the BOCC for the operational efficiencies and effectiveness of Appointed Departments and recommends long term plans of capital improvement with accompanying financial plans. This position will also recommend to the BOCC a balanced annual county budget and exercises continuous budgetary supervision to the Budget and Finance Manager, supervise staff, conduct staff evaluations, train, and provide performance counseling to the appointed Directors and Managers of County Government, and operate under the ethical standards established by the Revised Code of Washington. The Administrator is designated as County ADA coordinator and County Property Manager. For a full job description, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

1. The County hiring a County Administrator is a big change for the Commissioners and the organization. The new Administrator will need the skills to facilitate the Commissioners through this change, be able to build a cohesive executive management team, and support additional new staff.

2. The County is working with KMB Architects/Engineers in a study of County Jail Facility needs for the next 25 – 30 years. The County's current facility is 40+ years old and undersized by a factor of 2 and needs updating. The County Administrator will play an integral role in assisting the BOCC in decision making for this issue.

3. The County purchased Munis, a Tyler Technologies ERP software system. The successful candidate will take a leadership role in continuing to implement expanding modules of the program. This will include working with the provider, internal accounting, and various departments in developing implementation strategies to fully utilize the integrated software.

4. This position will use Lean or Six Sigma techniques, with the assistance of the SAO or an outside CPA to develop process improvements, complete a staffing needs analysis, and improve customer/citizen service levels countywide.

5. The Federal Government passed the American Recovery Plan Act and Mason County will receive almost \$13M. This position will assist the BOCC in developing a plan to utilize these funds to benefit the county and its citizens. This will include prioritizing the many opportunities available to use the funds, and establishing a mechanism to use the proceeds, and creating accounting models to track the funds.

## IDEAL CANDIDATE

### Education and Experience:

A master's degree in public administration, public policy, business administration or related field, and 10 years of executive-level management experience in a governmental organization is required. The ideal candidate will have budget experience governmental in nature and knowledge of governmental budgeting processes. Experience in Lean (Six Sigma) application and management, Lean (Sigma Six) management analysis and planning techniques, and an understanding of social media and communication techniques is also highly sought.



**Necessary Knowledge, Skills & Abilities:**

- Knowledge of the federal, state, and local laws regarding the conduct of business by a County’s legislative body.
- Knowledge of principles, methods and techniques of public administration, including policy and decision-making, budget preparation and administration, personnel management.
- Knowledge of participative management theories, principles of community organization and citizen involvement; principles of group dynamics and group decision-making.
- Skills to coordinate diverse groups with diverse goals and objectives into a viable organization to deliver governmental services in an efficient and effective manner.
- Skills to develop a collaborative team to achieve the goals and objectives established by the BOCC.
- Ability to communicate effectively in oral and written communications with diverse groups.

**COMPENSATION & BENEFITS**

- **\$143,608 - \$175,000 DOQ**
- Medical, Dental, and Vision Insurance
- Life Insurance and AD&D
- 12 Days Vacation
- 12 Days Sick Leave
- 12 Paid Holidays
- 2 Paid Personal Holidays
- Washington PERS
- Employee Assistance Program



**Please visit:  
www.co.mason.wa.us**

Mason County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 15, 2021** (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 "**Mason County, WA – County Administrator**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**www.prothman.com**

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