



JEFFERSON COUNTY
OREGON

HUMAN RESOURCES MANAGER

\$71,292 - \$93,578

Plus Excellent Benefits

\$4,000 Hiring Bonus, \$3,000 for Moving Expenses, and Housing Available!

Apply by

October 31, 2021

(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 mountain biking year round.

Jefferson County is looking for a leader who can strategically lead the County's Human Resources Department while focusing on results and accountability. This is an excellent opportunity for an experienced human resources professional to make a difference in a region that takes pride in its spectacular natural beauty and way of life. If you possess strong interpersonal and leadership skills and enjoy challenges, this is the right position for you!



THE REGION

Jefferson County (Pop. 24,105) 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, authentic Mexican restaurants, world famous Erickson Aircraft Museum, mountain biking and horseback trails, circle track, skateboard park, 600-seat performing arts center, and an 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 have appointed a County Administrative Officer who coordinates the day-to-day activities of the organization and helps ensure compliance with County policy.

The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions and committees, and overseeing the operation of County departments with appointed department heads.



The County has an elected Assessor, Clerk, District Attorney, Sheriff, and Treasurer. Other non-elected major departments include Public Health, Buildings & Grounds, Community Development, Finance/Tax, Public Works, Juvenile Justice, and Adult Probation. Other appointed officials include the County Administrative Officer and County Counsel. The County operates with 130 FTEs on a 2022 adopted budget of \$77.5 million.

Jefferson County is in a strong financial position and completed construction of a new courthouse in August 2017 using a mixture of cash reserves, state grants, and bond sales. The County will complete construction of a new \$10.8 million 20,000 square foot Public Health/Wellness Center adjacent to the Hospital in partnership with Mosaic Medical (a non-profit FQHC). 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 POSITION

Under the direction of the County Administrative Officer, the Human Resources Manager serves as the first point of contact for all Human Resources operations. This position is responsible for reliably handling and safeguarding sensitive Human Resource and collective bargaining information, providing technical assistance to applicants and employees, and initiating and preparing personnel paperwork. The Human Resources Manager also provides support for other operational affairs as needed in the County Commissioners office. This position will also receive direction from the County Counsel.



For a full job description and to view the full scope of responsibility for the position, please view the attachment found [here](#) or on www.prothman.com.

OPPORTUNITIES & CHALLENGES

1. The selected candidate will be a one-person office but supported by close working relationships with County leadership positions including the County Counsel and County Administrative Officer.
2. The new manager will be working in a smaller organization, which offers the unique opportunity to showcase ones HR skills from top to bottom.
3. Jefferson County offers the opportunity to work in a financially solid organization in Central Oregon, alongside a growing community.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor’s degree with major course work in human resources, business, public administration, organizational development or directly related field and four (4) years of relevant experience in human resource management, or any equivalent combination of experience and training is preferred. Prior work experience may be substituted for a degree. Two (2) years’ experience is preferred in public sector human resources. Preference will be given to candidates certified as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).

Candidates must have the ability to acquire and maintain a valid Oregon driver’s license with an acceptable driving record. It will be required that the selected candidate reside within Jefferson County within 12 months of hire. Candidates must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this position.

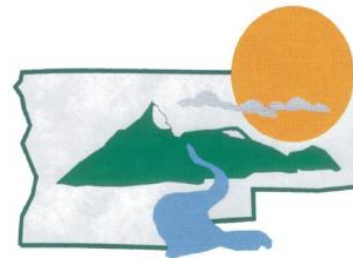
Necessary Knowledge, Skills and Abilities:

- Knowledge of principles and practices of human resources including recruitment, selection, classification, compensation; federal, state and local laws and ordinances including but not limited to Family Medical Leave Act, Equal Employment Law, ADA, Workers Compensation, and other employment laws and guidelines; investigative and fact-finding practices; and principles and techniques of supervision.
- Knowledge of state and federal employment laws, regulations and procedures.
- Advanced personal computer skills in spreadsheets, databases and automated human resource systems, as well as a basic understanding of computer operations.
- The ability to maintain cooperative working relationships with the public, job applicants, union officials and professionals in a variety of agencies, boards and staff.
- Ability to communicate clearly accurately and concisely both orally and in writing.
- Ability to meet the public and discuss problems and complaints tactfully and effectively.
- Ability to analyze reports, policy and procedures, and business correspondence with close attention to accuracy and detail.
- The ability to use resources effectively and efficiently.
- Requires the ability to maintain appropriate confidentiality.
- Requires the ability to exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues.
- Able to remain calm and use good judgment during confrontational or high-pressure situations.

COMPENSATION & BENEFITS

- **\$71,292 - \$93,578 DOQ**
- Medical, vision, dental coverage, and life insurance (current employee cost share for family coverage is \$118/month)
- HRA (\$68/month)
- Vacation
- Sick leave
- 9 Holidays
- Cell phone allowance (up to \$45/month)
- 457(b) Deferred Comp Plan Available
- Discounted air/ground ambulance memberships
- Flexible Spending Program
- Employee Assistance Program
- Voluntary Benefits through Aflac and American Fidelity
- Oregon PERS (employer/employee participation varies)
- \$4,000 [Hiring Bonus](#)
- \$3,000 [Toward Moving Expenses](#)
- Optional [Housing Available](#)

**For more information on the County
please visit:
www.jeffco.net**



Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 31, 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 "**Jefferson County, OR – Human Resources Manager**", 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.

PROTHMAN

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