



# CENTRAL SERVICES DIRECTOR/ DEPUTY COUNTY ADMINISTRATOR

**\$102,578 - \$133,841 DOQ**

*Plus Excellent Benefits*

*Apply by*

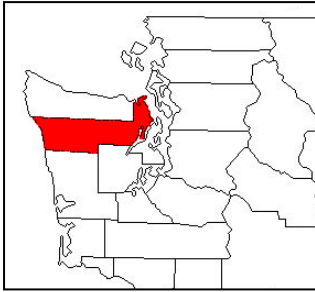
**August 14, 2022**

*(First Review, Open Until Filled)*

***PROTHMAN***



## WHY APPLY?



This is an excellent opportunity for a senior level public sector professional to work alongside an outstanding management team at an exciting time for the County. If you are looking to apply your skills to

make a difference in the County and also in the community, Jefferson County is the place to be. Jefferson County is committed to diversity and equity and supporting equity and inclusion in the community and in our workplace. Jefferson County offers the right candidate a chance to join and work with a cohesive and collaborative Board of Commissioners and dedicated staff committed to enhancing their community!

Located on the Olympic Peninsula in Western Washington, Jefferson County offers an amazing quality of life. The region offers incredible outdoor recreational opportunities both on sea and in the mountains, stunningly beautiful landscapes, and a uniquely vibrant cultural scene. Accessible by ferry or car from Seattle on the east side of Puget Sound, Jefferson County has maintained a historic character while embracing a progressive and creative way of life.

## THE COMMUNITY

With a population of over 32,000 residents, Jefferson County offers everything from a remarkable natural environment to the vibrant arts and cultural center of Port Townsend. The City of Port Townsend is a spectacular seaport designated as a National Historic Landmark and is famous for its Wooden Boat, Film, Steampunk and Rhododendron Festivals.



The communities of Port Hadlock, Irondale, and Port Townsend are as varied as the geography that surrounds them. Historically, these communities formed a major seaport in the 1800's, and most of that era's unique architecture remains. Port Townsend is the only incorporated city in Jefferson County and is the county seat. Port Townsend is located just 41 miles northwest of Seattle. The city has a population of approximately 9,500, though the city's spectacular festivals, vibrant cultural scene, and other unique attractions bring over a million visitors each year. From hiking, camping, rafting, or biking in the Olympic Mountains, to drama at the downtown theatre in Port Townsend, life here is connected to both the land and to the people. Discovery Bay, the Strait of Juan de Fuca and Port Townsend Bay surround the Quimper Peninsula, and make the area a center for boating and sailing. Jefferson County is also home to the beautiful Olympic National Park, including the Pacific coastline, the Olympic Mountains, and a temperate rainforest.

The region is home to a diverse community of farmers, artists, long-time residents, boat folks and those looking to live in an active community offering a choice of urban and rural lifestyles. Many hidden gems in the area have generated a thriving writing, music, and theatre scene. The area hosts well over 50 major events each year, including the opening of the award-winning Farmers Market in April, the Rhododendron Festival in May that brings pet parades, bed races, a downtown carnival, the "Rhody Run", and the Steampunk Festival in June. Centrum, located in Fort Worden State Park, hosts nationally renowned week-long workshops and festivals throughout the summer, including Blues, Fiddle Tunes, Jazz, Voice, Chamber Music, Choro, Ukulele, Dance This, and Writers' Conference. Other events include the Wooden Boat Festival, Port Townsend Film Festival, the Jefferson County Fair, Concerts on the Dock, and many more. A thriving organic agriculture community exists in the County as well as several award-winning cideries.



## THE COUNTY

Jefferson County covers 2,183 square miles, stretching from Puget Sound to the Pacific Coast, and is home to just over 32,000 residents. Elected to four-year terms by the Citizens of Jefferson County, the Board of County Commissioners is the legislative authority of Jefferson County and is comprised of three Commissioners. In addition, Jefferson County citizens elect their Assessor, Auditor, Clerk, District Court Judge, Prosecuting Attorney, Sheriff, Superior Court Judge, and Treasurer to serve 4-year terms. The County's General Fund budget for 2022 is \$27 million and the total budget is \$78 million. Jefferson County conducts planning under the Washington State's Growth Management Act. The County has one incorporated urban growth area - the City of Port Townsend - an unincorporated urban growth area in Port Hadlock, the Master Planned Resorts in Port Ludlow and Brinnon, several limited areas of intense rural development, and designated resource lands for agriculture, forestry, and mining. Unincorporated, but well-established communities include Port Hadlock, Irondale, Chimacum, Quilcene, Brinnon, Cape George, and Gardiner.

## THE POSITION

Under the general direction of the County Administrator, the Central Services Director/Deputy County Administrator is responsible for budgeting, capital planning, and financial planning and analysis for the Central Services Department. This position will plan, organize, and direct all Central Service Department functions and divisions, including Information Services (information technology, telecommunications, GIS, records management, and public records administration), Facilities (facilities maintenance, capital facility planning and projects, and debt service), and Equipment Rental.

This position will assist the County Administrator, Board of County Commissioners and departments to plan and implement public administration best management practices, work closely with the independent Elected Officials and department directors, coordinate with other governments and organizations, manage special projects and provide support as requested by the County Administrator.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#) or visit [www.prothman.com](http://www.prothman.com).

## OPPORTUNITIES & CHALLENGES

1. The Fleet, Information, Building and Facilities Services make for a wide breadth of management responsibility. The successful Director will manage this group of functionally disparate teams while instilling pride and professionalism with a commitment to internal customer service, building upon a sense of collaboration, respect, and cooperation with the many internal customer groups that the Central Services Department interacts with.
2. This position will oversee the development of a capital plan for county facilities which will involve determining current and future space needs as well as financing options.
3. In the role of Deputy County Administrator, the successful candidate will work closely with the County Administrator, the Commissioners and other elected officials of the County to coordinate and carry out the policies and directives. It is anticipated that, when the County Administrator is away, the Deputy Administrator will routinely "fill the gap".

## IDEAL CANDIDATE PROFILE

### Education & Experience:

Candidates must have a bachelor's degree from an accredited college or university in public administration, financial management, business administration, accounting, or a closely related field; and five (5) years of progressively responsible public sector management experience, or an equivalent combination of education and experience. A Master's degree in a related field is strongly preferred. Candidates must have or be able to obtain a valid Washington State Driver's License with a driving record free of serious or frequent violations and the ability to maintain a valid license and pass a Criminal History Check which includes being fingerprinted.



**Necessary Knowledge, Skills & Abilities:**

- Political acumen and sensitivity to be effective within a broad range of interests.
- Experience as a Director/Deputy in a similar sized (or larger) organization with a history of progressive and proactive program development.
- Experience working with Elected Officials or a Board of Directors to build achievable goals that will take the agency to the next level of service.
- Exceptional written and oral communication skills which will be used to clearly communicate the policies and strategic vision to staff and citizens in a clear and concise manner.
- A track record for delivering results, building accountability for staff at all levels and creating a positive working environment characterized by teamwork and innovation.
- The ideal candidate will lead by example, setting the standard for all members. This person must have a strong and confident presence, be a good listener, be accessible, and understand the importance of maintaining close and consistent communication with staff.
- Strong financial acumen and solid experience in budgeting and long-range financial planning.
- The ability to communicate with community members on a timely basis regarding the mission, needs and goals of the organization.
- The ability to craft strategies to improve the diversity of the organization, creating a welcoming and accepting environment.
- An in-depth understanding of government structure, funding mechanisms and county authorities in Washington State.

**COMPENSATION & BENEFITS**

- **\$102,578 - \$133,841 DOQ**
- Full Medical, Dental, Vision, Prescriptions
- 12 Paid Holidays
- Personal Time Off (PTO) accrual from 21 days/year to 33 days/year depending on years of service.
- Washington State PERS retirement
- Optional Flexible Spending Account
- Employee Assistance Program
- Relocation Allowance

**For more information on the County and region, please visit**

**[www.co.jefferson.wa.us](http://www.co.jefferson.wa.us)**



Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 14, 2022** (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](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Jefferson County, WA – Central Services Director/Deputy 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](http://www.prothman.com)**

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