



OREGON

COUNTY ADMINISTRATOR

\$126,256 - \$174,762 DOE

(Salary Effective July 1, 2023)

Plus Excellent Benefits

Apply by

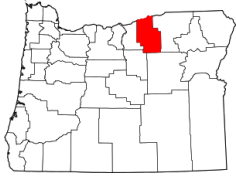
May 28, 2023

(First Review, Open Until Filled)

PROTHMAN



MORROW COUNTY



Nestled in Northern Oregon along the Columbia River, Morrow County is a collective combination of natural agricultural lands, abundant recreational activities, and vast forest, mountain, and river views. With a total population of roughly 12,000, Morrow County covers 2,049 square miles of land which encompasses five incorporated cities, 11 unincorporated communities, and a ghost town.

The largest city in Morrow County is the City of Boardman. With a population of roughly 4,400, Boardman is known for its agriculture, food processing, livestock, and recreation opportunities. Due to its location adjacent to the Columbia River, Boardman residents and visitors enjoy river views with public access to sandy beaches, large grass parks, walking trails, and water activities with boat access through the Boardman Marina. Also located in Boardman is the SAGE (Sustainable Agriculture and Energy) Center; an interactive visitor and museum center which highlights the sustainability of the agriculture and energy industry. The center provides hands on exhibits of technology used by local industries and farmers to demonstrate the process of farm to table.



Also located in Boardman is the Port of Morrow, which serves the community with four industrial parks and is prominently known as a food processing center. The Port of Morrow (Port) is the second largest Port (behind the Port of Portland) and is likely the largest single owner of vacant industrial land within the State of Oregon. The Port contributes to the economic competitiveness of Oregon and the United States by serving as the main point for freight distribution, export, and value-added production of agricultural products (grains, root vegetables, cattle, and milk/dairy products) that are primarily grown in Oregon, Washington, Idaho, Montana, and Wyoming.



Over the past several years, the Port of Morrow succeeded in diversifying the local/regional economy by accommodating state-of-the-art clean energy production facilities as well as high technology data centers. Economic sectors now served by the Port of Morrow include agriculture, food processing, livestock, transportation, warehousing, and freight distribution, information, advanced communications, energy, waste management, and recreation.

To the south of Boardman in the foothills of the Blue Mountains in central Morrow County, the County seat of Heppner offers small town living, affordable housing, a mild climate, and close access to outdoor activities. Locals enjoy recreation all year long, especially during the colder months when cross country skiing, snowshoeing, and snowmobiling are possible. The City's close proximity to the Umatilla National Forest and major Morrow County parks allow for activities to extend year-round to include hiking, golfing, fishing, camping, boating and more.

Just 33 miles south of Heppner is Morrow County's OHV (Off Highway Vehicles) Park, which offers visitors 9,000 acres of recreational wonderland. The Park offers multiple camp site areas, children's playgrounds, vast trails for quads, motorcycles and other off-road vehicles, fishing ponds, hiking trails, a golf area, mud pit, public shower and restroom areas, and on-site park staff. Other major Morrow County parks such as Cutsforth Park and Anson Wright Park also offer an abundance of RV camping locations, trail systems for hiking and off-roading, and many BBQ and picnic areas.



THE ORGANIZATION

Operating from offices in the city and county seat, Heppner, Morrow County is governed by a three-member Board of Commissioners serving overlapping four-year terms. The Commissioners serve as the Executive Branch and perform legislative and quasi-judicial functions of the County. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, and appointing non-elected officials, boards, commissions, and committees. Morrow County employs approximately 150 FTEs and operates on a FY 22-23 budget of approximately \$80 million including a Capital Improvement Project budget with over \$2 million for future buildings that include a new Circuit Court building and a Public Transit facility, and \$18,095 for the Columbia River Heritage Trail: A Community Millennium Trail. County departments include: Assessment & Tax, Clerk/Elections, County Administration, District Attorney, Emergency Management, Fair Office, Finance, Human Resources, Justice Court, Juvenile Department, Planning, Public Health, Public Works, Sheriff, Surveyor, Public Transit, Treasurer, and Veterans Services.



THE POSITION

Under the direction of the Board of County Commissioners, the County Administrator (CA) is responsible for implementing BOC policy, managing County operations, oversight of the County's budget, and supervisory authority over Department Directors. The person in this position will advise, assist and act as agent as directed by the BOC. The CA has responsibility and authority to assure County functions are carried out efficiently and effectively, and will provide leadership and administrative guidance to all elected and appointed Department Directors and processes as assigned by the BOC.

For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

1. The County has three newly serving Commissioners who are bringing new ideas to the County and are eager to work with the County's next County Administrator.
2. The County Administrator will work on several Feasibility Studies challenges. The Feasibility Study includes the Courthouse remodel, a new Circuit Court building, and a rapidly growing County staff. With the growing County Staff, the County will need to prepare for growth in terms of space.
3. The County has a number of rapidly growing communities which present the County with many positive opportunities in the future.

EDUCATION & EXPERIENCE

- A bachelor's degree in business administration or related field, preferably supplemented by a master's degree in business or public administration, or a related field.
- Five (5) years of professional, progressively responsible experience in an administrative, managerial or supervisory capacity which includes experience in budget preparation, personnel administration, and program development, implementation and management.
- Any equivalent combination of experience, education, and training that would allow a candidate to perform the duties of this position will be considered.
- The selected candidate will be required to live within the County.

COMPENSATION & BENEFITS

- **\$126,256 - \$174,762 DOE**
- Excellent Medical, Vision and Dental Insurance (92.5% Employer Paid)
- Life Insurance (\$12,000 Plan) – employer paid
- LTD and AD&D – employer paid
- Potential Hiring Bonus
- Potential Relocation Allowance
- Vacation and Sick Leave – 12 days each per year to start. PTO can be negotiated to be front loaded.
- 12 Paid Holidays
- 40 hours of Administrative Leave per year (extra leave to help alleviate OT worked by exempt employees)
- 401(a) Retirement Plan (Employee 6%, County contributes 9%)
- Voluntary Employee Contribution to Deferred Compensation
- Supplemental AFLAC Products
- Air Life Flight Insurance provided by Morrow County
- A County Cell Phone for Business Use



**For more information on
Morrow County, please visit:
www.co.morrow.or.us**



Morrow County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 28, 2023** (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 "**Morrow County, OR – County Administrator**", 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.



www.prothman.com

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