

## Carolina Rook

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**From:** Laura Tschabold  
**Sent:** Friday, January 26, 2018 1:23 PM  
**To:** Mary Starrett; Rick Olson; Stan Primozich  
**Cc:** Desiree Lundeen; Ken Huffer; Christian Boenisch; Keri Hinton; Carolina Rook; Laura Tschabold  
**Subject:** County Administrator Recruitment Agenda Item  
**Attachments:** County Administrator Recruitment Discussion Packet.pdf

Commissioners, as you will see when you receive next week's informal agenda, Commissioner Starrett is proposing the following agenda for the County Administrator recruitment work session:

1. Review and approval of job description
2. Review of compensation information and determination of salary range for recruitment purposes
3. Approval of timing and process for recruitment

Attached to this email is the following:

1. Job Description
2. Compensation information for comparable and non-comparable counties
3. A draft high-level recruitment/interview process to assist you in your discussion

Hard copies of these materials have been placed in your boxes.

Thanks, Laura

Laura Tschabold, MPA

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Accepted by Yamhill County  
Board of Commissioners on  
2/1/18 by Board Order  
# 18-30



<b>WORKING TITLE:</b> COUNTY ADMINISTRATOR	<b>CLASSIFICATION:</b> COUNTY ADMINISTRATOR
<b>DEPARTMENT:</b> ADMINISTRATIVE SERVICES	<b>DIVISION:</b> ADMINISTRATIVE SERVICES
<b>PAY RANGE:</b> DOE	<b>FLSA CATEGORY:</b> EXECUTIVE/EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JANUARY 2018

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Manages County operations by directing and coordinating activities consistent with established goals, objectives, and policies, as directed by the Board of Commissioners (Board). Leads and supervises County department heads and reviews results of operations. Provides direction and structure for operating units and delegates authority to subordinates. Assists the Board to develop primary goals, operating plans, policies, and short and long-range objectives for the County. Supervises County budget development, and determines appropriate action plans to meet the directives of the Board. Represents the Board in contract negotiations, to the community, and other government agencies.

***SUPERVISION RECEIVED:***

Works under the general direction of the Board, which provides policy and administrative direction and reviews performance.

***SUPERVISION EXERCISED:***

Supervises the Deputy County Administrator, department directors and managers, and professional, administrative and executive staff.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Directs and coordinates the operations of the County under the authority of the Board of Commissioners.
- Performs executive management duties, strategic and operational planning, and administrative work in assisting and supporting County government.
- Implements directives, policies and major initiatives at the request of the Board.
- Works in collaboration with department heads and elected officials.
- Assists the Board in decision-making processes, information gathering, policy development and review.
- Serves as final resource and authority for specific assignments, policy implementation, guidelines and procedures.
- Directs and manages department directors and assigned staff to assure alignment with Board of Commissioners priorities.

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- Develops annual performance expectations and prepares performance evaluations of department heads, division managers and other professional staff.
- Facilitates the communication and decision-making process between departments and the Board of Commissioners.
- Ensures that information provided to the Board is professional and presented in a manner that facilitates executive decisions.
- Conducts special studies and assignments at the request of the Board.
- Prepares and presents written reports with recommendations for action as required.
- Oversees preparation of the county budget.
- Provides financial advice and decisions based on the directives of the Board and in accordance with the adopted budget.
- Reviews and analyzes department budget requests.
- Oversees the development and administration of policies, procedures, goals and objectives.
- Works with the Finance Manager to prepare and present periodic reports regarding department and overall county financial status, and to present the County's proposed annual operating budget to the Board of Commissioners.
- Facilitates and maintains intergovernmental communication and coordination.
- Participates in programs and processes which result in efficiencies and effectiveness.
- Assists with resolutions of intergovernmental issues.
- Prepares for the future development of the County.
- Works under the direction of the Board and in conjunction with department leaders to facilitate long range and strategic planning to sustain the objectives of the County and to improve organizational effectiveness
- Oversees labor negotiations in conjunction with County Counsel.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Practices, principles and procedures of public administration, including governmental procurement, financial management, public budgeting, organizational development, and labor relations.
- Principles and practices of organization, strategic planning, administration, public budgeting, personnel administration.
- County government organization and functions.
- Personnel policies, labor agreements and administrative procedures.
- Public sector collective bargaining including scope of representation, contract compliance and managing an organization in a union environment.
- Supervisory and management principles and practices.

#### **SKILL IN:**

- Developing and maintaining professional relationships, coaching, and team-building.
- Communicating effectively, both orally and in writing,
- Negotiating and exchanging ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.

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- Identifying administrative needs and setting objectives to accomplish relevant results.
- Organizing objectives.
- Delegating responsibility.
- Training and evaluating subordinate performance.
- Managing and coordinating business services in a diverse and decentralized environment.
- Anticipating, planning, organizing, and managing change.

**ABILITY TO:**

- Develop and implement policies and procedures.
- Prepare clear and concise reports.
- Maintain confidentiality.
- Establish and maintain effective working relationships with elected and appointed officials, subordinates and other county employees, representatives of other governmental agencies, employee representatives, and the general public.
- Plan, organize, and supervise work of subordinates.
- Interact effectively with the Board.
- Analyze complex data, problems, situations, practices, or procedures to define the problem or objective to identify relevant concerns or factors and facilitate logical and objective conclusions.
- Translate program needs into budget form.
- Plan, organize, and oversee assigned work programs and analyze/evaluate operations and develop and implement corrective action to resolve problems.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management, and record keeping programs.

**MINIMUM EXPERIENCE AND TRAINING:**

Master's degree in Public Administration, Business Administration or a related field. Eight years of professional, progressively responsible experience in senior level administrative, managerial or supervisory capacity including experience in budget preparation and management, personnel administration and program development, implementation and management. Public sector experience preferred.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

This position works in the community and an office environment, and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typically that of an office. Work also involves travel within the county and to

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other locations for meetings. Frequent interruptions may be encountered throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*

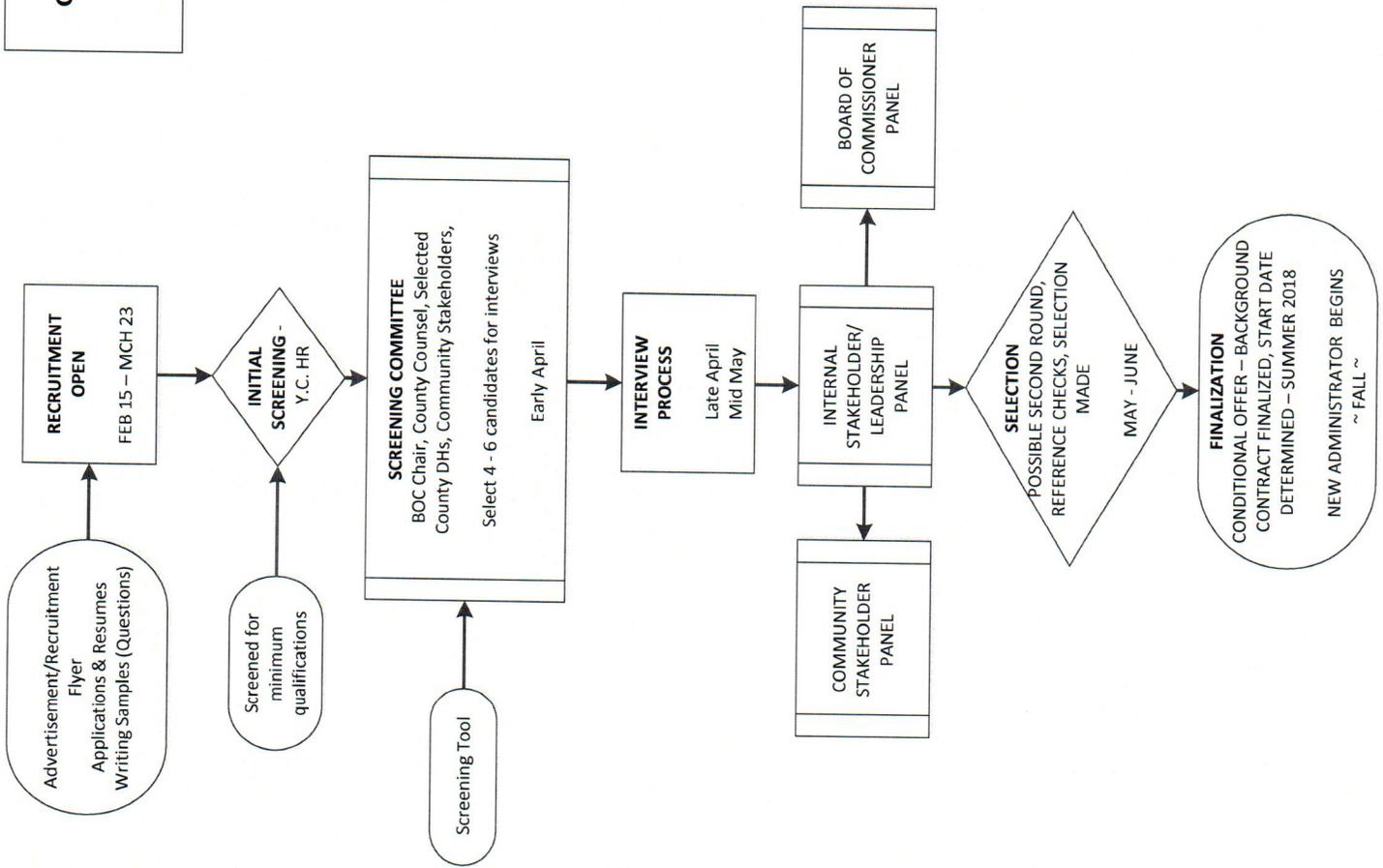
County Administrator- Salary Survey	Yamhill County	Benton	Linn	Polk	Marion	Josephine	Columbia
Comparable Position Title	County Administrator	County Administrator	County Administrator	County Administrator	County Administrator (Chief Administrative Officer)	No County Administrator	No County Administrator
<b>Salary:</b>							
Current	\$11,978.54			\$12,632			
Minimum (monthly):		\$9,720.50	\$10,238.00		\$13,015.60 Monthly (Step 1)		
Maximum (monthly):		\$15,552.83	\$13,037.00		\$17,444.27 Monthly (Step 7)		
Steps:		No Steps for NonRep- Performance Based increases	6		1-7 (L1-L3 Longevity is pay based on length of county service.)		
ANNUAL	\$143,742.48	\$186,633.96	\$156,444.00	\$151,584.00	\$209,328.00		
<b>Medical:</b>							
Employer Contribution	\$1,431.86	\$1,616.90	\$926.99	\$1,753.46	Medical and Dental are combined for <i>contribution</i> amount (see bottom of link)		
Employee Contribution	\$14.46- Providence Base \$328.80- Kaiser	\$285.33	\$47.04	\$309.44	Medical and Dental are combined for <i>contribution</i> amount (see bottom of link)		
Deductible	\$1,000 Single, \$3,000 family- Providence Kaiser	\$300pp; \$900 family	\$100.00	\$300 Single, \$900 Family	\$500 Single, \$1,500 Family		
Annual Out of Pocket Maximum	\$3,000 Single, \$9,000 Family- Providence \$1,500 Single, \$3,000 family- Kaiser	\$1,500pp; \$3,000 family	\$500.00	\$1,300 Single, \$2,600 Family	\$3,000 Single, \$9,000 Family		
VEBA contribution	\$100/mo			No	No		
Notes	Please note that the figures above include the Delta Dental and VSP pick up	Cigna Low Deductible Family Annual out of pocket in network		Please note that the figures above are for Regence coverage and include dental and vision.	Medical and Dental are combined for <i>contribution</i> amount (see bottom of link)		
<b>Dental:</b>							
Employer Contribution		\$148.04	\$79.02				
Employee Contribution		\$26.13	\$3.95				
Notes	See notes above	Delta Dental Family		See notes above	See notes above		
<b>Employer paid STD:</b>							
Amount:	2/3 wage replacement up to maximum of \$1000 a week for a maximum duration of 24 weeks	NA	NA	NA	NA		
<b>Employer paid LTD:</b>							
Benefit Amount:		66.67%		67%	66.67%		
<b>VACATION:</b>							
days/Yr Min:	18.57 days	21 days	12.195 days	24 days	13 days		
days/Yr Max:	32.56 days	27 days	22.5 days		24 days		
Notes:	This position accrues FET and not separate banks of vacation and sick						
<b>SICK TIME:</b>							
days/Yr:	0	12 days	12 days	12 days	Average of 12 days - 3.693 hrs/pay period		
Notes:	This position accrues FET and not separate banks of vacation and sick						
<b>LIFE INSURANCE</b>							
Benefit Amount:	\$6,000 employee, \$2,000 spouse	\$10,000 Life \$100,000AD&D			equal to the employee's annual salary rounded to the next highest \$1,000		
<b>EMPLOYER PAID RETIREMENT</b>							
PERS - Employer Pick Up %	6%	6%	6%	6%	6%		
PERS- IAP Employer Pick Up	6%						
Other retirement amount	none	457 contribution 3%	0.00%		7.5% 401K		
<b>HOLIDAYS/YEAR:</b>							
	11 days	10 days and 2 floating holidays/ fiscal year	9 days	10 days	9 days		
<b>PERSONAL LEAVE:</b>							
	3 (2 floating personal holidays and one Commissioners Day)	8 days	2 days	25 days	2 days		
<b>OTHER BENEFITS:</b>				\$500/month for expenses. 12 months full salary as severance pay			
<b>COMMENTS:</b>				Please note that the Polk County Administrator retired and is now working as a part time contractor. Information above is based on this position prior to the Administrator's retirement			

County Administrator- Salary Survey	Yamhill County	Clackamas	Deschutes	Jackson	Multnomah	Washington	Lane	Baker	Douglas	Lincoln	Klamath
Comparable Position Title	County Administrator	County Administrator	County Administrator	County Administrator	County Administrator (Department Director Principal [COO])	County Administrator	County Administrator	No County Administrator	No County Administrator (Board)	No County Administrator (3 person Board and County Attorney works doing most administrative items.	No County Administrator (CFO and Board)
<b>Salary</b>											
Current	\$11,978.54	\$17,246.91		\$21,645.87		\$15,633.00					
Minimum (monthly):		\$13,422.80	\$13,039.57		\$10,968.86	appointed position/salary	\$10,665.83				
Maximum (monthly):		\$18,117.64	\$15,045.66		\$17,550.28	appointed position/salary	\$16,000.00				
Steps:		N/A	7		N/A	N/A	9				
Annual	\$143,742.48	\$217,411.68	\$180,547.92	\$259,750.39	\$210,603.36	187,596	192,000				
<b>Medical</b>											
Employer Contribution (Most Expensive)	\$1,431.86	\$2,261.98	\$1,915.92		\$2,025.80	\$1,833.60	\$1,642*				
Employee Contribution (Most Expensive)	\$14.46- Providence Base \$328.80- Kaiser	\$119.02	\$85		\$164.26	\$193.01	\$70				
Deductible	\$1,000 Single, \$3,000 family- Providence \$0- Kaiser	\$750/\$1,500 Individual/Family	\$1,500/Family		\$900	\$500 Single; \$1500 family	\$250; \$3000				
Annual Out of Pocket Maximum	\$3,000 Single, \$9,000 Family- Providence \$1,500 Single, \$3,000 family- Kaiser	\$2,500/\$5,000 Individual/Family	\$6,000/Family		\$5,700.00	\$2,200 Single; \$6,600 family	\$3,000; \$6,000				
VEBA contribution	\$100/mo	\$50/year			1%	\$125/mo if they waive medical, dental and vision coverage.					
Notes	Please note that the figures above include the Delta Dental and VSP pick up		Figures above include vision and dental		Family Moda Platinum	Providence Low Deductible*	Self-funded insurance *Composit rates that are charged to departments				
<b>Dental</b>											
Employer Contribution (Most Expensive)		\$207.00			\$226.82	\$165.49	\$0.00				
Employee Contribution (Most Expensive)		\$0.00			\$11.94	\$17.42	\$0.00				
Notes	See notes above				Most expensive is Kaiser Family	Delta Dental	Included in Medical Costs				
<b>Employer paid STD</b>											
Amount:	2/3 wage replacement up to maximim of \$1000 a week for a maximum duration of 24 weeks	\$0.24 per \$100 salary up to \$3333/mo.			Up to 9 wks max payment \$700/wk		Weeks 1-2= 0%; Weeks 3-4 100%; Weeks 5-6 90%; Weeks 7-8 80%; Weeks 9-10 70%; Weeks 11-12 66.66%				
<b>Employer paid LTD</b>											
Benefit Amount:		\$0.24 per \$100 salary up to \$3333/mo.	2/3 of monthly, up to \$6000/month		Up to \$4,000/month	Up to \$2,500/month	Up to 66.66% of max of \$10,000 mo/salary				
<b>Vacation</b>											
Days/Yr Min:	18.57 days				14 days	12 days	23 days				
Days/Yr Max:	32.56 days	16 hours/mo. (19.2 days per year based on 4/10 schedule)	39 days		27 days	24 days	47 days				
	This position accrues FET and not separate banks of vacation and sick		This position accrues PTO and not separate bands of vacation and sick		Varies based on years of service		Time Management includes both sick and vacation.				
<b>Sick Time</b>											
Days/Yr:	0	8 hours/mo (9.6 days per year based on 4/10 schedule)			12	12	0				
	This position accrues FET and not separate banks of vacation and sick		This position accrues PTO and not separate bands of vacation and sick								
<b>Employer Paid Life Insurance</b>											
Benefit Amount:	\$6,000	\$150,000.00	1x annual salary up to \$100,000		1x annual salary up to \$50,000	1.5x annual salary	\$250,000				
<b>Employer Paid Retirement</b>											
PERS - Employer Pick Up %	6%	6%	6%		6%	0%	6%				
Employer IAP Pick Up	6%										
Other retirement amount	none	457/401/IRA Contribution: 6.27% deferred Comp	457/401/IRA Contribution: 3% deferred Comp		none	None					
<b>HOLIDAYS/YEAR:</b>											
PERSONAL LEAVE:											
	3 (2 floating personal holidays and one Commissioners Day)	1 personal day	1 floating holiday and 26 hours a month of Personal leave		N/A	1 floating holiday	N/A				
<b>OTHER BENEFITS:</b>											
<b>COMMENTS:</b>		Cell Phone: \$75/mo	Cell Phone: \$75/mo Car Allowance: \$350/mo		Cell Phone: \$65/mo	Admin Leave on overtime exempt employees. 40 hours/year; use it or lose it.	Car Allowance \$545/mo				



**YAMHILL COUNTY  
COUNTY ADMINISTRATOR RECRUITMENT PROCESS  
HIGH LEVEL – FOR DISCUSSION PURPOSES ONLY**

**DRAFT**



January 26, 2018