



LANE COUNTY

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T. E. I.

AGENDA COVER MEMO

Memorandum Date: July 24, 2007
Order Date: July 24, 2007

TO: Board of County Commissioners
DEPARTMENT: Human Resources
PRESENTED BY: Jan Wilbur, Personnel Services Manager
AGENDA ITEM TITLE: IN THE MATTER OF THE RECRUITMENT AND HIRING PROCESS FOR COUNTY ADMINISTRATOR AND ASSISTANT COUNTY ADMINISTRATOR.

I. MOTION

MOVE APPROVAL:

- 1) IN THE MATTER OF CREATING THE CLASSIFICATION FOR ASSISTANT COUNTY ADMINISTRATOR.
- 2) IN THE MATTER OF APPROVING THE REVISION TO EXISTING COUNTY ADMINISTRATOR CLASSIFICATION.
- 3) IN THE MATTER OF ADOPTING THE RECRUITMENT AND HIRING PROCESS FOR COUNTY ADMINISTRATOR AND ASSISTANT COUNTY ADMINISTRATOR.

II. AGENDA ITEM SUMMARY

In order to conduct the interviews for and hiring of the County Administrator in executive session, the Board needs to adopt the hiring standards, criteria and policy directives in a public meeting after there has been an opportunity for public comment.

A new classification of Assistant County Administrator has been prepared by Human Resources, and is also presented to the Board for approval at the same time. Revision has been made to update the existing County Administrator classification also, and is presented to the Board.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

On June 27, 2007 and again on July 11, 2007, the Board discussed how the recruitment for County Administrator and Assistant County Administrator might progress. Human Resources staff agreed after each session to return to the Board with additional information and materials. The County Administrator position will be recruited by Human Resource staff beginning sometime in August with an initial 60 day posting process. The salary range for the new Administrator will be posted at \$135,000-\$149,000 based on qualifications. Some updates to the existing classification were necessary in order to further clarify the current role. This is an unclassified position that serves at the will of the Board of Commissioners. The recruitment advertising process focus will be regional, although it is anticipated that applicants from various parts of the nation may apply.

Creating an Assistant County Administrator level classification, and recruiting and hiring as soon as possible, allows time for the successful candidate to learn from the departing County Administrator who plans to step down in December. The Board agreed in prior discussions to decide at a later date what the duration of the Assistant post will eventually be. The Assistant County Administrator will be recruited by Human Resources, and there will be an initial three-week posting process. The salary range for the Assistant County Administrator will be posted at \$95,000-\$130,000 based on qualifications. This position is in the unclassified service and serves at Department Director level and at the pleasure of the Board of Commissioners. It receives administrative direction from the County Administrator, and policy direction from the Board of County Commissioners.

B. Policy Issues

Lane Manual 2.230 refers to the process of creating a new classification and salary range. It also refers to the necessary process of making needed revisions to existing classifications.

ORS 192.660 refers to provision for an executive session on certain matters:

“(2) (a) To consider the employment of a public officer, employee, staff member or individual agent. (7) The exception contained in this paragraph does not apply to:

"(7) (d) the employment of the chief executive officer, other public officers, employees and staff members of a public body unless the vacancy in that office has been advertised, regularized procedures for hiring have been adopted by the public body, and there has been an opportunity for public input into the employment of such an officer. However, the standards, criteria, and policy directives to be used in the hiring of a chief executive officer shall be adopted by the governing body in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria, and policy directives.

C. Board Goals

The Lane County Strategic Plan B1 indicates that Lane County will aim for a flexible classification and compensation system so that the system supports and does not inhibit excellent performance in the delivery of County services. That we will seek to strengthen career paths with the County, to strengthen leadership abilities of managers and supervisors and to assure successful succession transitions for positions where incumbents retire. The new Assistant County Administrator classification would support Lane County's commitment to developing career ladders and strengthening career paths at Lane County.

Additionally, the recruitment and successful hiring of the next Administrator is a vitally important process for the County. Lane County's Core Strategies in the Strategic Plan identifies the overall strategic theme, and says: To build and maintain credibility and respect we understand we must both perform well and remain accountable to the public for our performance. We must continually improve our services and allocate our resources wisely. We must listen carefully to our citizens and do our best to effectively inform them how our actions are addressing their concerns.

D. Financial and/or Resource Considerations

Compensation for the Assistant County Administrator would depend on experience and would be funded through savings from the consolidation of the Department of Management Services with the Department of County Administration.

Compensation for the County Administrator will be funded through the regular County Administration Budget.

E. Analysis

Included in this packet is the new classification of Assistant County Administrator, which Human Resource staff drafted, as well as information to be used in that recruitment and hiring process.

Attached also to this memorandum for your information is an outline of the County Administrator and Assistant County Administrator recruitment and hiring processes. Additionally, the County Administrator posting information, candidate profile included in the text of the recruitment brochure, and the revised existing County Administrator classification.

The salary ranges proposed for both unclassified contract positions were proposed after review of compensation in some other public sector agencies or jurisdictions.

All these materials are, respectively, the “regularized procedure for hiring”: and “the standards, criteria and policy directives to be used in hiring” specified by ORS 192.660.

Experience has shown that both candidates and hiring bodies are more relaxed in interviews conducted in executive session.

F. Alternatives/Options

1. Adopt the proposed new Assistant County Administrator and salary range as described above. Adopt the proposed salary range and class spec revisions for County Administrator. Adopt the recruitment and hiring process, as indicated in the attachments.
2. Revise the proposal as the Board wishes.

IV. TIMING/IMPLEMENTATION

If the Board approves the motion and adopts the recruitment and hiring process as outline, approves the new classification of Assistant County Administrator, and the revision to the County Administrator classification, then Human Resources will move forward to finalize all changes and begin the recruitment and hiring processes for both positions.

V. RECOMMENDATION

It is recommended that the Board of County Commissioners adopt the motion.

VI. FOLLOW-UP

Human Resource staff will follow-up in working with the Board collaboratively on all phases of the process moving forward.

VII. ATTACHMENTS

Board Order

A-Assistant County Administrator class specification

B-Assistant County Administrator recruitment information

C-Assistant County Administrator posting questions

D-Assistant County Administrator salary survey information

E-County Administrator class specification

F-County Administrator brochure including Candidate Profile

G-County Administrator posting questions

H-County Administrator salary survey information

I- County Administrator and Assistant County Administrator hiring process outline

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND) IN THE MATTER OF CREATING THE
ORDER 07-) CLASSIFICATION FOR ASSISTANT
) COUNTY ADMINISTRATOR
)
)
)

WHEREAS, Human Resources has completed a review of the proposed Assistant County Administrator; and

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to classification and compensation requires board approval.

IT IS HEREBY RESOLVED AND ORDERED, that, there be created the new classification of Assistant County Administrator with an approved salary range of: \$95,000-\$130,000. This position shall be unclassified under the Lane County Charter Section 28 (2) (b).

Dated this _____ day of _____, 2007.

Faye Stewart, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 7/19/07 Lane County
Jessica Stahl
OFFICE OF LEGAL COUNSEL

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND) IN THE MATTER OF APPROVING THE
ORDER 07-) REVISION TO EXISTING COUNTY
) ADMINISTRATOR CLASSIFICATION
)
)
)

WHEREAS, Human Resources has completed a review of the existing County Administrator; and

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to classification and compensation requires board approval.

IT IS HEREBY RESOLVED AND ORDERED, that, the existing classification of County Administrator be revised with an approved salary range of:
\$135,000-\$149,000 This position is unclassified under the Lane County Charter Section 28 (2) (b).

Dated this _____ day of _____, 2007.

Faye Stewart, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 7/19/07 lane county
Jerry Rubin
OFFICE OF LEGAL COUNSEL

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND) IN THE MATTER OF ADOPTING THE
ORDER 07-) RECRUITMENT AND HIRING
) PROCESS FOR COUNTY
) ADMINISTRATOR AND ASSISTANT
) COUNTY ADMINISTRATOR
)

WHEREAS, In order to conduct the interviews for and hiring of the County Administrator and Assistant County Administrator in executive session, The Board needs to adopt the process in a public meeting after there has been an opportunity for public comment; and

WHEREAS, the Board has developed a recruitment and hiring process that is the "regularized procedure for hiring" and "standards, criteria and policy directives to be used in hiring" in accordance with ORS 192.660(1), and provided the public opportunity to comment through the "public comment" section of the Board meeting.

IT IS HEREBY RESOLVED AND ORDERED, that, the County Administrator and Assistant County Administrator materials and recruitment and hiring process attached to this order be adopted. These attachments are:

- A- Assistant County Administrator class specification
- B- Assistant County Administrator recruitment information
- C- Assistant County Administrator posting questions
- D- Assistant County Administrator salary survey information
- E- County Administrator class specification
- F- County Administrator brochure including Candidate Profile
- G- County Administrator posting questions
- H- County Administrator salary survey information
- I- County Administrator and Assistant County Administrator hiring process outline

Dated this _____ day of _____, 2007.

Faye Stewart, Chair
Board of County Commissioners

APPROVED AS TO FORM
Date 7/19/07 lane county
[Signature]
OFFICE OF LEGAL COUNSEL

Attachment A

LANE COUNTY

ASSISTANT COUNTY ADMINISTRATOR

DEFINITION

This position is responsible for assisting the Board of County Commissioners and County Administrator in the management and administration of County department operations and activities; to facilitate and coordinate operations between independent departments; to provide highly responsible and complex analytical support to the County Administrator; to supervise County programs not under the direction of another department head; and to perform related work as required. This is an unclassified position that serves at department director level at the pleasure of the Board of Commissioners.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the County Administrator, and policy direction from the Board of County Commissioners.

Exercises direct supervision over County Administration functions and assigned Department Directors as well as assigned clerical, technical, professional and management personnel, as directed by the County Administrator.

EXAMPLES OF DUTIES

Confers with and advises County department heads and administrative staff on administrative issues; proposes improved administrative policies, and procedures.

Confers with the County Administrator to coordinate the overall management of County government in accordance with the policies and goals set by the Board of County Commissioners; reports to the County Administrator and the Board at frequent intervals on a variety of matters.

Develops, plans, and implements strategic county-wide organizational goals and objectives; recommends and administers policies and procedures.

Works with the County Administrator to provide leadership for management team and formulates directives while actively soliciting management team input.

Directs, oversees and supervises complex special projects and initiatives in support of Lane County's goals and strategic objectives.

Supervises County departments as assigned; selects, trains, motivates, and evaluates management and other assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Confers with various department heads and others regarding personnel, procedural, policy and system concerns, and related administrative issues.

Makes recommendations and provides consultation regarding bills before U.S. Congress and the State Legislature affecting the operations of County departments; prepares reports and may participate in legislative analysis as pertains to certain areas of county administration.

Meets and confers with representatives of County departments, and other community and government agencies and groups; may represent the County at various public meetings, advisory committee meetings, legislative sessions, boards and commissions.

Supervises and participates in the development and administration of budgets for areas as assigned; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.

Conducts research and provides assistance to the County Administrator on labor relations issues.

Acts in the capacity of County Administrator in his/her absence, as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of County programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Federal state and local statutes, rules, and administrative procedures pertaining to the administration of county government.

Public policy development and decision making.

Demonstrates Skills In:

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.

Planning, organizing, coordinating and managing a variety of complex projects.

Interpreting and applying County policies, procedures, statutes, rules and regulations and Board directives.

Compiling, analyzing and reporting data and information in a concise format.

Using computers and related software applications.

Gaining cooperation through discussion and persuasion.

Directing, preparing and administering a budget.

Establishing and maintaining effective working relationships with elected officials, department heads, County staff, intergovernmental partners, and others from diverse groups and backgrounds contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

Preparing and presenting concise and definitive oral and written presentations on various aspects of county government operations.

Supervising, training and evaluating assigned staff.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university in business administration, public administration, political science, or a closely related field. A Master's degree is strongly preferred.

Experience:

Six years of increasingly responsible experience in public administration or management in local government as a city or county manager, large public agency administrator, department head, or equivalent.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Attachment B

ASSISTANT COUNTY ADMINISTRATOR

Attention: Lane County Employees

For your information: This document will be attached to the back of the normal posting announcement, including supplemental questionnaire/position description and application materials, and which is open for applications from both internals and externals.

- This position is available to all individuals who demonstrate in their application materials that they currently meet the minimum requirements for Assistant County Administrator. The actual duration of this opportunity is unknown at this time, and will be full-time. Working in this position does not guarantee later placement into the County Administrator position, should the individual also apply for that opportunity. However, if you are the successful candidate for the Assistant County Administrator opportunity we also welcome your application for County Administrator (should you meet the minimum qualifications for the position and have an interest in applying). We sincerely welcome *all interested and qualified applicants* to apply and compete for one or both positions!
- Lane County employees must have their department director's approval in order to retain any recall rights to their current classification. The reason is because the Lane County employee, if successful in obtaining the position, will return to his/her regular Lane County position (if the duration of the Assistant County Administrator post turns out to be a year or less).
- If the successful candidate is a Lane County employee represented by a union, a memorandum of understanding (MOU) with the applicable bargaining unit will also be required prior to appointment.
- Starting salary in the Assistant County Administrator position is commensurate with experience and education/training.
- To be initially considered as an applicant for this position, the Lane County employee must complete and submit for review:
 - Standard Lane County Application Form
 - Supplemental questionnaire
 - This form with Department Director signature of approval, (or County Administrator if you are currently a Department Director) to retain recall rights.
 - If you choose to apply without Department Director approval, then you waive recall rights.

Department Director

Date

Lane County Employees - Forward this document with your application and supplemental questionnaire materials. If you, or your director, have any questions contact Jan Wilbur at 682-2367.

Attachment C

Assistant County Administrator

Supplemental Questionnaire Questions

Please answer the following questions. **Limit answers to each of the questions to one hundred words or less.** Use a separate sheet of paper if necessary:

1. How does the Assistant County Administrator position fit with your long-term career goals?
2. This position involves the analysis and evaluation of County programs, policies and operational needs. Explain how your training and experience has prepared you for this type of work.
3. This position will require skill in gaining cooperation through discussion and persuasion in a high pressure environment. Explain how your training and experience has prepared you for this type of work.
4. This position will require skill in directing, preparing and administering a budget. Explain how your training and experience has prepared you for this type of work.
5. This position will require knowledge in public policy development and decision making. Explain how your training and experience has prepared you for this type of work.
6. This position will require demonstrated skill in establishing and maintaining effective working relationships with people from diverse groups and backgrounds. Explain how your training and experience has prepared you for this type of work.

Attachment D

Assistant County Administrator - updated 7/09/07

	Title	Base Min	Base Actual	Base Max	PERS	Det Comp	Comp Credits	Car	Total min	Total Actual	Total Max
Clackamas County	Deputy Co. Adm.	\$103,250	\$129,790	\$139,388	6%	6.27%	n/a	n/a	\$115,919	\$145,715	\$156,461
Clark County, WA					No						
Marion County	None yet, but HR has been asked to evaluate current position in BOC that supports the CAO. Looks like a deputy. Will probably create position real soon.	Unknown at this time			EE pays	Would probably get 7.5%	Would probably get 9.62%	n/a			
*Washington County	Asst. County Adm.	\$105,156	\$120,000	\$127,824	EE pays	n/a	n/a	4,260	\$109,416	\$124,260	\$132,084
City of Eugene	Asst. City Mgr.	\$109,782	\$142,875	\$142,875	6%	2%	n/a	\$4,320	\$122,885	\$158,625	\$158,625
City of Springfield	Asst. City Mgr.	\$86,851	\$95,762	\$105,573	6%				\$92,062	\$101,508	\$111,907
Average (Current)		\$101,259.75	\$122,106.75	\$128,915.00					\$110,071	\$132,527	\$139,769
Lane County					6%	1%		Unknown/\$5,820			\$144,920
Proposed											

Note: Some jurisdictions may give small computer or cell phone allowances, totaling less than \$1,000 which is not reflected on the survey.

*In Washington County the position acts as Director of the County Admin Department, and normally supervises the Sr. Deputy County Administrators and other County Administrative office staff. Also acts as an advisor to county departments regarding budgetary and administrative issues.

Attachment E

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COUNTY ADMINISTRATOR

DEFINITION:

To perform executive management level leadership in directing the overall management of the County government; to coordinate intergovernmental projects of a local or regional nature with municipal, state and federal agencies in behalf of the Board of County Commissioners; to provide complex support to the Board of County Commissioners; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of County Commissioners.

Exercises direct supervision over the Assistant County Administrator and Administrative Department Directors as well as assigned clerical, technical, professional and management personnel. Coordinates the activities of elected departments, and those departments with independent Boards.

EXAMPLES OF DUTIES

Directs and coordinates the overall management of County government in accordance with policies set by the Board of County Commissioners, appropriate Commissions and applicable statutes.

Prepares and delivers to the Board of County Commissioners for approval a long-range plan for the operation of the County, and prepares and submits an annual report on the status of County operations.

Acts as Budget Officer of Lane County. Reviews proposed budgets submitted by all County departments and prepares a final budget for consideration by the Budget Committee and the Board of County Commissioners. Prepares annual budget message implementing financial and strategic direction for the organization as established by the Board.

Implements the approved budget and maintains control throughout the fiscal year.

In collaboration with the economic development standing committee, oversees the economic and community development program.

Administers, develops and maintains the Lane County Administrative Procedures Manual to carry out the efficient operation of the County.

Advises the Board of County Commissioners of problems and recommends appropriate action.

With the Chair and Vice Chair of the Board, directs the establishment of the Board Agenda; and acts as liaison between the Board of County Commissioners, County Departments, the Public and local, state, and federal agencies.

Directs studies and development of projects to achieve increased economy and efficiency within the County government.

Recruits, disciplines or dismisses department directors in accordance with federal and state laws and guidelines, the Lane County Charter, and policies adopted by the Board; advises the Board of the cause and process used in such action.

Supervises, disciplines, and evaluates the performance on an annual basis of all appointed department directors, assigned clerical, technical professional and management employees; sets and adjusts the salaries within compensation ranges adopted by the Board.

Prepares reports; attends meetings, and addresses groups. Enhances community relations by coordinating public information and media activities. Provides employee and citizen assistance and information, and responds to complaints and inquires.

Recommends and ensures uniform enforcement of ordinances, orders, rules, regulations and policies to carry out the efficient operation of the County.

Directs the development of interagency programs and projects, and actively assists in the resolution of interagency problems and issues.

Directs the use, maintenance and custody of all County property, buildings, works and improvements.

Develops and implements operating policies and procedures to carry out the policies of the Board of County Commissioners.

Directs, oversees and supervises complex special projects and initiatives in support of Lane County's goals and strategic objectives.

Manages the Public Safety Coordinating Council.

Performs related and such duties and special assignments as assigned by the Board of County Commissioners.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public administration and financial management.

Principles and practices of public organization and personnel management.

Principles and practices of budget development and administration.

Principles and practices of community organization and citizen involvement.

Local, State and Federal legislation affecting County government.

Social, economic and political facets of County government.

Principles and practices of policy development.

Principles and practices of group dynamics and group decision making.

Demonstrates Skills In:

Developing and implementing policies and procedures.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Interpreting and explaining County policies, procedures, rules and regulations.

Administering a budget, and preparing and reviewing the preparation of complex management and financial reports.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

Making effective speeches and presentations on complex topics.

Developing strategies to achieve organizational goals.

Promoting diversity and educating others on the value of diversity.

Exhibiting objectivity and openness to others' views, and developing and maintaining cooperative team building efforts.

Supervising, training and evaluating staff.

Using computers and related software applications.

Experience and Training

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in a public or business administration or a related field.

Experience:

Six years of responsible experience in public administration or management.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Attachment F

INFORMATION FOR COUNTY ADMINISTRATOR RECRUITMENT BROCHURE

(selected portions also to be used for a flyer, in advertising, and the supplemental questionnaire)

The Region

The County stretches from the rugged Oregon coast to the majestic Cascade Mountain range, and encompasses over 4,600 square miles and twelve incorporated cities. The County seat is in Eugene, Oregon, which is a thriving city of approximately 148,000 population. Due to our location in the lush Willamette Valley, our city boasts many beautiful parks, and biking and jogging trails. It is a great place to raise a family!

If you enjoy the out of doors there is a lot to do, with several beautiful lakes nearby, camping, snow skiing in the mountains an hour to the east, rafting and fishing in the beautiful Willamette and McKenzie Rivers. The average temperature in January is 40 degrees, and in July 70 degrees. And, if you enjoy the ocean, an hour's drive from Eugene and you can watch the sunset or stroll on the beach in Florence.

Adjacent to the eastern border of Eugene is the City of Springfield, with a population of approximately 58,000. Many new industries have located in the Eugene-Springfield area, such as: Monaco Coach, Hynix Semiconductor, PSC Scanning, and Symantec. The forest products industry has always been a strong and vital part of our community, and remains so today. In fact, Weyerhaeuser is number one of the top 10 Lane County manufacturers.

The Eugene and Springfield metro area offers rich cultural assets including the Dorris Ranch Living History Farm, Lane County Pioneer Museum, and the Springfield Railroad Depot. We are also fortunate to have the Hult Center for the Performing Arts in Eugene. It is a world class facility featuring plays, music festivals, and other great entertainment. For the sports enthusiasm there are PAC-10 sports through the University of Oregon to enjoy, as well as many golf courses, and other sports activities and teams in the area. There are also many fun and interesting festivals in the area each year, and in Eugene each summer there is the Lane County fair to enjoy.

One of the best parts of living in this community is the short commute times. In fact, it is possible to live in many of the beautiful rural settings in the area, and still commute between work and home in less than a half-hour. When you live in Eugene the commute times are even less, and Lane Transit offers extensive bus service in the area.

In our community educational excellence is available at all levels. There is the Eugene Bible College, Pioneer Pacific College, and also the University of Oregon (over 20,000 population) highly ranked nationally for many of its departments and professional schools. Lane Community College (2 year institution) enrolls over 41,000 students each year, and has been continually ranked among the top five community colleges in the nation. Northwest Christian College offers 4 year bachelor degrees, as well as a Masters in School/Consulting and a degree completion program for adults. Our community offers many traditional and non-traditional public education options for children, including three foreign language schools and two international high-schools. There are also many private schools, including denominational and special education schools available.

Housing in the Eugene and Springfield area is plentiful and varied. New home construction is going strong. There are areas of historical homes, mature neighborhoods, rural settings, and new neighborhoods to choose from. There has also been a great deal of apartment construction in recent years, offering many choices for location and styles of rental housing.

In national studies of cities of comparable size Eugene ranks high for health care delivery excellence. There are two hospitals nearby. There are also many quality medical clinics in the area also offering a range of services.

County Government

Lane County was established on January 28, 1851, and was named in honor of the first territorial governor, Joseph Lane. One of the first early settlers who came here by way of the Oregon Trail to Eugene was Eugene Skinner. Both Skinner's Butte in downtown Eugene, as well as the city itself was named for this early pioneer. The county's first district court met under a large oak tree until a clerk's office could be built in 1852. A few years later, the first courthouse opened in what is now downtown Eugene. More than 340,000 people rely on programs and services partially funded by state government and delivered through Lane County's 14 departments. These 14 departments are grouped into three categories: Public Safety, Public Services, and Support Services. Lane County employs roughly 1,500 regular employees in a variety of occupations.

Our mission is to effectively provide essential government services for all Lane County citizens, and we recognize diversity as a critical component of providing quality service to a changing community. Lane County Government has 11 officials elected by the public. This includes the Sheriff, District Attorney, County Assessor, three Justice Court judges, and five County Commissioners (one from each Lane County District). The Board of County Commissioners legislates and administers county government within the limits of its authority granted in the Lane County Home Rule Charter. The charter grants legislative and administrative power to the full-time, paid five-person board. Individually, board members may seek to address the needs of constituents and carry out special assignments as the full board may direct. This program includes performance auditing, which provides the board with independent management audits of selected programs within Lane County government.

Current Issues

Lane County continues to grow in population and need. There is much demand for service and Lane County Government must provide for nearly 340,000 residents with only 9 cents out of every tax dollar going to support the work our dedicated employees do each day.

Throughout the year, County leaders have worked tirelessly for the reauthorization of Secure Rural Schools – an agreement with the federal government that replaces timber revenue from lands that are excluded from our tax base, and which supports a third of our General Fund and half of our Road Fund. This funding is critical to our school, roads, and public safety. To date we have received a one-year extension, and we continue to lobby on behalf of Lane County for long term reauthorization. This past May a Public Safety Income Tax measure was placed on the ballot and was defeated by the voters. We must continue to work, with the help of other jurisdictions and the community, to find a stable source of revenue that will enable us to keep the public safe, rehabilitate adult and juvenile criminal offenders, and stem the tide of domestic violence.

Finding solutions to our resource shortfalls is imperative, as is reaching out and raising public awareness of County programs and services. In early 2006, the Working For You outreach effort was launched, and polling shows more people are aware of what Lane County does for them. Lane County and its community partners continue to address the various health care needs of our vulnerable and low-income residents, including working to develop ways to increasingly utilize the federally qualified Community Health Centers of Lane County. There is a great demand for quality health care in our community.

Lane County Government is no stranger to fiscal constraints. Lane County's detailed financial practices have earned it the national Certificate of Achievement for Excellence in Financial Reporting award for the past several years. Lane County has also received the Distinguished Budget Presentation Award. A recently completed financial audit was clean, and determined there were no findings or reportable conditions for Lane County to improve upon.

Despite the fiscal challenges that threaten to change the scope of services Lane County Government is able to provide, we remain steadfast in our commitment to this community. The services Lane County employees provide each day make a significant difference in the community.

Department and Position Overview

The County Administrator recruitment results from the retirement of an incumbent who has served 30 years in public service with Lane County, the last 14 of those years in the County Administrator position. Fortunately, the retiring County Administrator will continue in an interim role to help ensure a smooth transition.

The Office of County Administration serves as the focal point for implementing County-wide policy approved by the Board of County Commissioners. This is done through the County Administrator, who reports directly to the Board of County Commissioners. Preparing the annual Budget, monitoring budget performance and maintaining the County's long-range financial plan for the discretionary General Fund are also critical responsibilities. The department provides direction to all appointed administrative departments, coordinates with elected department heads and also serves as liaison to interagency associations, local municipalities, and the state and federal governments. Other operating units in the department include the Budget and Planning Group, the Economic & Rural Development Coordinators, Government & Legislative Affairs and the Public Information Office.

Candidate Profile

The new County Administrator will be an energetic and experienced leader with a track record of proven success working collaboratively with community groups as well as other governmental entities. The person selected will have exceptional interpersonal skills and the ability to build trust with diverse individuals and groups. He/she has strong public relation skills and is able to improve the image of local government in the community. The successful candidate understands and values the importance of County employees, and is able to communicate with employees at all levels. He/she models credibility, and works to develop relationships built on trust and respect both within and outside of the organization.

The ideal candidate possesses the skill to identify patterns in actions by the Board of Commissioners in order to determine common-denominator interests. The new County Administrator should be a proven leader that can successfully plan for and has the knowledge to understand and anticipate future issues and impacts. He/she has the skill to identify common ground in order to develop win/win solutions so the barriers to forward progress are removed. This collaborative leader is grounded but still able to see the "big picture", highly skilled in coping with ambiguity, and willing to work with a wide variety of personalities and perspectives in a highly political environment.

Essential to the role, is the skill to be a strong visionary who encourages creativity and team involvement in the decision making process. He/she must develop a strong relationship with the management team and act as a partner in developing solutions to meet the needs of the County. The new County Administrator will motivate others toward high-quality achievement and fulfillment of strategic plans, and will have the strength to address difficult issues and stand by his/her decisions even if they may not be popular.

The ideal candidate will have the skill to make wise choices in terms of emerging issues and rapid change, and to see the organization as a complex system of interacting variables that must be considered when planning for the future.

Education and Experience

Equivalent to a Master's degree from an accredited college or university with major course work in a public or business administration or a related field. Six years of increasingly responsible experience in public administration or management. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Compensation and Benefits

- \$135,000-\$149,000/annually
- Oregon Public Employees Retirement System (PERS)
- Choice of two fully paid medical plans; both provide coverage for employee and family.
- Dental and vision insurance fully paid by County for employee and family.
- Group term-life insurance, in an amount equal to salary.
- Long-term disability insurance premium totally County paid.
- Time management to be used for vacation and sick leave
- Nine paid holidays
- Deferred compensation
- Cell phone stipend
- Automobile allowance

How to Apply

Position opens _____ and closes _____. For more information as well as the required application and supplemental questionnaire contact:

Lane County Human Resources
125 East 8th Avenue
Eugene, Oregon 97401
(541) 682-3665

Or, you can go to our website for information and to apply at <http://www.lanecounty.org/jobs>.

Or for questions regarding the position contact:

Jan Wilbur, Personnel Services Manager
(541) 682-2367

Attachment G

Supplemental Questions For County Administrator Supplemental Questionnaire

Activity:	When?	Position Held & Role in Activity	Organization(s) Worked For	Public/Non-Profit or Private Org?
Budget Development and long range financial planning				
Development and recommendation of long range strategic plans				
Analysis and policy development				
Leadership in the development of intergovernmental or interagency projects and partnerships				
Hiring and supervision of professional and administrative staff				
Providing administrative and management duties supporting an executive board				
Promoting diversity and cultural competency in the workplace.				

Attachment H

County Administrator Compensation Comparisons - updated 07/06/07

	Base Min	Base Actual	Base Max	PERS	Def Comp	Comp Credits	Car	Technology allowance	Total min	Total Actual	Total Max
Clackamas County <i>(includes 7/07 COLA)</i>	\$131,790	\$168,428	\$177,885	6%	\$15,000	n/a	n/a	3,600	\$158,297	\$197,134	\$207,158
Clark County, WA	\$161,544	\$161,544	\$161,544	** see below	\$15,756	n/a	4,800	n/a	\$161,544	\$182,100	\$182,100
Marion County <i>(includes 7/07 COLA)</i>	\$103,349	\$138,463	\$138,463	EE pays	7.5%	9.62%	n/a	n/a	\$121,042	\$162,168	\$162,168
Washington County	\$143,508	\$143,508	\$143,508	EE pays	6%	n/a	4,260		\$156,378	\$156,378	\$156,378
	\$113,568	\$149,323	\$149,323	6%	\$6,000		\$4,320		\$130,702	\$168,602	\$168,602
City of Eugene	<i>(Salary will probably increase when Eugene City Council reviews compensation prior to recruiting new CM. Current CM's term ends 7/27/07.)</i>										
City of Springfield	\$142,961	\$142,961	\$142,961	6%	\$10,000				\$161,539	\$161,539	\$161,539
Average (Current)	\$132,787	\$150,705	\$152,281						\$148,250	\$171,320	\$172,991
Lane County		\$120,619	\$120,619	6%	1%		\$5,820		\$134,882	\$134,882	\$134,882
% Difference										-27.01%	-28.25%
Lane County Proposed			\$149,000	6%	1%		\$5,820				\$165,250
											-4.68%

** Re: Clark County: By state law, PERS employers in Washington cannot pick up the ee's 6% of PERS. The CAO (on contract) does not automatically have PERS, but was given the option to become a member. He declined, and receives County-paid deferred comp instead of \$1,313/month.

Note: Some jurisdictions may give small monthly computer or cell phone allowances, totalling less than \$1,000/year. This is not reflected on the survey.

Attachment I

Recruitment and Hiring Process County Administrator & Assistant County Administrator

Human Resource (HR) Staff meets with Board for discussion of process on June 27 and July 11, 2007. In collaboration with the Board:

County Administrator:

- **HR develops County Administrator brochure with Candidate Profile**
- **HR reviews County Administrator classification for any needed updating to the language of the existing classification specifications.**
- **HR compiles survey information and discusses proposed salary range for County Administrator.**
- **HR prepares supplemental questionnaire questions for initial posting process.**
- **HR presents plan for regional advertising outreach for the County Administrator. It will be posted on the County website.**
- **HR will prepare and send brochures to candidate sources and prospective candidates for County Administrator.**
- **HR develops posting timelines and initial durations.**
 - **County Administrator posts sometime in August initially for 60 days for interested internal and external applicants. Initial screening processes tentatively scheduled for October. Interviews tentatively planned for November. Goal is to have new County Administrator by mid to late December.**
- **HR will initially screen applicants for minimum qualifications, and complete any further screening/reference checking processes, as requested by the Board.**
- **HR will assist the Board in preparing for the interview process.**
- **HR will recommend list of candidates for interview to the Board.**
- **Board conducts interview of candidates in Executive Session.**
- **Background checks will be conducted by designated staff.**
- **An onsite visit of the candidate may be an optional activity for finalists.**
- **After the conclusion of the selection process the Chair and Human Resources will discuss the terms and conditions of employment for finalist candidate.**

- **In public session the Board will approve the appointment of the County Administrator.**

Assistant County Administrator:

- **HR drafts new Assistant County Administrator classification for review.**
- **HR develops Assistant County Administrator supplemental information for posting process.**
- **HR compiles survey information and discusses proposed salary range for new Assistant County Administrator classification.**
- **HR prepares supplemental questionnaire questions for initial posting process.**
- **HR plans routine advertising outreach for Assistant County Administrator posting. It will be posted on the County website.**
- **HR develops posting timelines and initial durations.**
 - **Assistant County Administrator posts as soon as possible after approval initially for three weeks for interested internal and external applicants. Initial screening processes tentatively scheduled for early September, interviews hopefully late in September. Goal is to have selection process completed and a new Assistant County Administrator by mid to late October.**
- **HR will initially screen applicants for minimum qualifications, and complete any further screening/reference checking processes, as requested by the Board.**
- **HR will assist the Board in preparing for the interview process.**
- **HR will recommend list of candidates for interview to the Board.**
- **Board conducts interview of candidates in Executive Session.**
- **Background checks will be conducted by designated staff.**
- **An onsite visit of the candidate may be an optional activity for finalists.**
- **After the conclusion of the selection process the Chair and Human Resources will discuss the terms and conditions of employment for finalist candidate.**
- **In public session the Board will approve the appointment of the Assistant County Administrator.**