



# LEWIS COUNTY

— est. 1845 —



Washington

## COUNTY MANAGER

### \$105,000 - \$140,000

*Plus Excellent Benefits*

*Apply by*

**April 15, 2018**

*(First Review, Open Until Filled)*

**PROTHMAN**



## WHY APPLY?



**Lewis County is seeking a County Manager.** This is a rare opportunity for a talented local government manager to utilize their experience

and leadership to bring professional county management to Lewis County, providing high quality and effective services to its citizens.

Located in Southwest Washington – halfway between Seattle and Portland along Interstate 5 – Lewis County is brimming with relaxing excursions and world-class outdoor adventures. You will also find glorious Mount Rainier, awe-inspiring Mount St. Helens, thickly forested wilderness, pristine streams and lush volcanic valleys. Lewis County offers the right candidate an amazingly beautiful place to live and a challenging and rewarding career opportunity.

To learn more about Lewis County, please visit [www.discoverlewiscounty.com](http://www.discoverlewiscounty.com)

## THE COMMUNITY

Approximately one-third of Lewis County is national forest and includes portions of Mount Baker-Snoqualmie, Gifford Pinchot National Forest, and the Mount Rainier National Park, as well as the William Douglas, Tatoosh and Goat Rocks wilderness areas. The Mount Rainier summit, at 14,410 feet, is just 10 miles from the county's northeastern boundary. Mount Rainier, Mount St. Helens and Mount Adams are easily accessible. Adventure seekers will find excellent hiking, cycling, canoeing, white water rafting, hang gliding, hunting, fishing and rock climbing opportunities. White Pass Ski Area provides the driest powder in Washington and 1,500 feet of vertical drop.

Residents of Lewis County have quick and easy access to many cultural activities, fairs, concerts, entertainment options and a wide assortment of annual events. New additions include the ongoing revitalization of the Centralia historic district, which includes a public market, the refurbishment of the 50-room Wilson Hotel, the restoration of the 1,000-seat Fox Theatre, and the reclamation of other turn-of-the-20<sup>th</sup>-century buildings that go well with nearby Chehalis' two historic districts.



For devoted golfers, Lewis County has three public golf courses: 27 holes at Newaukum Valley Golf Course in Chehalis, 18 holes at the Riverside Country Club in Chehalis and nine holes at the Maple Grove Golf Course in Randle. The DeGoede Bulb Farm, which is open to the public year-round, features manicured gardens, a greenhouse and acres of flowers. A spectacular display of permanent shrubs, show gardens, 300 acres of tulips and perennials in the spring, as well as the poinsettia house in November and December are sights to behold.

The Southwest Washington Fair is also held in Lewis County over a six-day period every August, attracting more than 90,000 visitors each year. The fair showcases the agricultural and industrial accomplishments of the region and has a carnival, rodeo, demolition derby, local FFA & 4-H clubs, and many more exhibits and attractions. Other events held on the fairgrounds throughout the year include gun and knife shows, car shows, animal shows, the American Cancer Society's Relay for Life, Garlic Fest, Summerfest, Spring Youth Fair, and the annual spring and fall "Garage Sales."





Within Lewis County you will find a quality school system comprised of 13 public school districts and three private schools. Centralia College, noted as the “center of excellence for energy,” is located in the center of the City of Centralia on a tree-lined, 30-plus-acre campus with an enrollment of approximately 10,444. The college offers associate’s and bachelor’s degree programs.

## THE COUNTY

Established in 1845 by the Oregon Territory Provisional Legislature, Lewis County was named for Meriwether Lewis of the Lewis and Clark expedition. The county is 2,408 square miles in size and has an estimated population of over 76,000. The county seat is located in historic Chehalis, the county’s second-largest city. The county is made up of two larger “twin” cities, Centralia and Chehalis, and several smaller cities and towns.

The Board of County Commissioners (BOCC) is the county’s legislative authority, and currently the commissioners serve as the chief administrators for county operations. The three county commissioners are elected to four-year terms. The county is divided into three districts of relatively equal population as determined by federal census every 10 years.

The effort to create a County Manager position has been prompted by the BOCC’s desire to create better process and operational efficiency at the management team and Board levels. There has been a community-based effort to initiate a new County Charter effort that also includes the goal of establishing a County Manager position.



Eight department heads report directly to the BOCC: Information Technology, Community Development, Public Works, Central Services, Human Resources, Risk Management, Emergency Services, and Public Health & Social Services. The county’s General Fund budget for 2018 is \$37,581,903 with an overall budget of \$109,459,166. There are approximately 548 FTEs for all county departments and offices.

## THE POSITION

Working under the general direction of the BOCC, the County Manager is responsible for staffing, organizing and planning, supervising assigned personnel, and directing and supporting the directors and managers of the functional areas assigned. The Manager serves as adviser and support for the commissioners by keeping them informed on key matters, facilitating discussion on critical issues and supporting their deliberations with information on future trends and appropriate alternatives.

### Other responsibilities include:

- Work with the BOCC to develop and implement its goals, vision and strategic public policy. Manage all appointed department heads under the jurisdiction of the BOCC.
- Develop, present and monitor the county’s annual budget for approval by the BOCC.
- Provide recommendations on a variety of political, policy, administrative and managerial matters. Research issues and problems, develop recommendations and report results to the BOCC.
- Develop, recommend and implement administrative policies and procedures that foster the effective and efficient operation of county government, as adopted by the BOCC. Implement projects and plans developed by the BOCC.
- Establish and maintain positive relationships with citizens’ interest groups, committees and boards, as well as other local governments and the general public.
- Function as the public information officer for the BOCC, maintaining a good working relationship with media sources and public interest groups.
- Develop, implement and monitor budgets for departments and functions delegated by the BOCC. Coordinate multiple funding sources necessary to finance different county operations in accordance with applicable federal and state laws; develop and identify alternate revenue sources as necessary.

- Facilitate appointments and then supervise and evaluate the duties and performance required of appointed department heads and managers of county departments, offices and functional areas delegated to this position by the BOCC.
- Conduct research and special studies as requested; prepare reports with recommendations for appropriate action.
- Prepare or delegate the preparation of a variety of documents, including resolutions, ordinances, contracts, correspondence, memoranda, reports, media releases, speeches, official documents and similar materials on behalf of the BOCC.
- Supervise the budget process from initial preparation through adoption and monitor the budget status. Provide financial analysis and recommendations on all issues affecting the operations and fiscal integrity of the county. Approve budget changes in compliance with county policy. Provide the BOCC with recommendations concerning department staffing structure and strategic allocation of county resources.
- Provide selected centralized management functions for technology, capital facilities planning, human resources, labor relations and labor negotiating efforts, public contracting, purchasing, risk management and other support functions.
- Ensure compliance with state and federal laws, ordinances, service contracts and all orders, policies, rules, procedures and regulations adopted by the BOCC.

## OPPORTUNITIES & CHALLENGES

### County Manager

In 2017, the county commissioners created the Blue Ribbon Task Force, which concluded Lewis County should hire a county manager. While recognizing that this will be a paradigm shift for the organization, the commissioners agree with the decision to hire a County Manager and look forward to finding the right candidate for the job. The new County Manager must be able to mediate all elements of the organization and community during this change process and help establish realistic expectations.

### County Development

The county is eager to collaborate with other regional partners to help facilitate more effective flood control efforts, continue improving transportation options in the community and promote economic development in an effort to grow and sustain services and quality of life. A leader who can help facilitate partnerships to promote good economic growth would be highly valued.

### Positive Organizational Change

There is a need for a strong leadership presence at the management level to help guide the decision-making process. The new manager will be expected to bring experience with positive organizational change.

### Challenging Budget Environment

The county budget has three major components: The Law & Justice System, Public Safety and general government. Public Safety and Law & Justice represents 80% of the budget, and general government represents the remaining 20% of the general fund budget. The total budget for the county is more than \$109 million. Unfunded mandates from the state Legislature and lagging local revenues create a challenging budget environment. Additionally, the county has 77 different funding categories.

### County Facilities

Part of continuous quality improvement principles include the county campus and facility use. The county will review the potential for new facilities, including a need for a new Juvenile Detention facility within 10 years.



## IDEAL CANDIDATE

### Education and Experience:

A bachelor's degree in business administration, public administration, or a closely related field is required, along with seven (7) years of experience overseeing assigned county operations. An MPA or MBA is preferred. Applicants who can demonstrate relevant experience in other levels of government and the private sector are also encouraged to apply. Experience with organizational change efforts, lean management skills, public engagement, policy guidance and strategic planning are essential for candidates to be successful in this position. Candidates must have a valid driver's license or be able to obtain one by the date of hire.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of the federal, state, and local laws regarding the conduct of business by a county's legislative body.
- Ability to monitor and maintain compliance with regulations governing county activities.
- Ability to establish and maintain effective working relationships with staff, county departments, outside agencies, vendors, contractors and the general public.
- Strong professional leadership skills and the ability to build strong, positive partnerships with elected officials, directors, outside agencies and citizens.
- Excellent organizational skills with the ability to create policies and processes that improve efficiency at the executive and elected levels.
- The County Manager must be an excellent communicator as well as a sensitive and perceptive listener. There is a strong need to be able to facilitate communication and good outcomes.
- A working knowledge of county government is essential. Experience in a rural county setting and understanding the culture of the organization and the community will be an advantage.
- The ideal candidate will be fair and decisive, expect accountability, and be willing to make hard decisions when needed.
- Ability to develop and sustain good media relations, including being proactive in telling the story of the county and its successes.

- Experience managing a large and complex budget and an understanding of revenue challenges faced by county government are essential.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

**COMPENSATION & BENEFITS**

- **\$105,000 - \$140,000 DOQ**
- Medical, Dental, Vision, Life Insurance
- Washington State Public Employees Retirement System (PERS)
- Paid vacation and sick leave
- 10 paid holidays, plus 1 personal day
- Optional Wellness Plan and additional life insurance

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**Please visit:  
[www.lewiscountywa.gov](http://www.lewiscountywa.gov)**

Lewis County is an equal opportunity, affirmative action employer. All qualified candidates are strongly encouraged to apply by **April 15, 2018** (first review, open until filled). Applications, responses to the 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 "submit your application" and follow the directions provided. Resumes, cover letters and responses to supplemental questions can be uploaded once you have logged in.

**PROTHMAN**

**[www.prothman.com](http://www.prothman.com)**

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