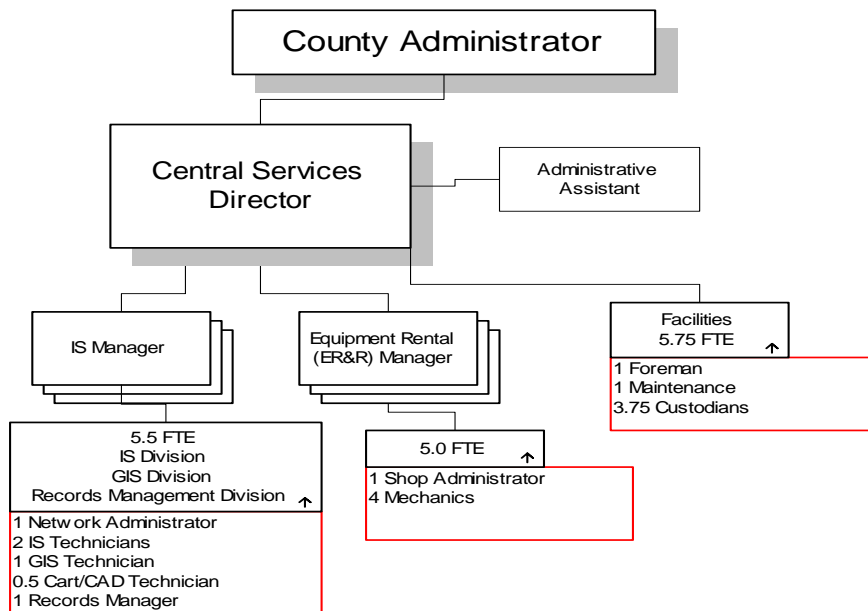


EMPLOYMENT OPPORTUNITY

Jefferson County, Washington

Director of Central Services

CENTRAL SERVICES DEPARTMENT



Applications available on-line at www.co.jefferson.wa.us

Submit Application, Resume, Supplemental Questions and Letter of Interest to: jeffbocc@co.jefferson.wa.us

OR deliver/mail to:

County Administrator Office
Jefferson County Courthouse
1820 Jefferson Street
Port Townsend, WA 98368

First review December 19, 2011
Open until filled

The ideal candidate for this position will embrace the County's core values of integrity, respect, professionalism and teamwork.

This position plays an integral role on the senior management team directing all operations and strategic planning for Jefferson County Central Services including:

- Information Technology
- Telecommunications
- GIS
- Records Management
- Equipment Rental
- Facilities Maintenance
- Capital Planning
- Project Management
- Budget

- Special Projects
 - Process Improvements
- Performs various public administration projects and studies for the Administrator and Commissioners. This position works closely with the County Administrator on countywide administrative policies;

helps develop and track the annual County budget; and undertake long-range financial planning and financing; capital planning; organizational and process improvements; special projects and policy development.

Compensation Package

This is an FLSA-exempt, non-represented, senior management position.
Starting Salary – \$68,000-\$76,000 per year or DOQ, with a full benefit package including:
Health Insurance—The County provides a generous benefit package that includes full family coverage for Medical, Dental, Vision and

Prescriptions.

Flexible Spending Accounts—Pre-tax programs for dependent day care and uncovered medical expenses.

Retirement — Membership in the Washington State Public Employees Retirement System

PTO — Paid Personal Time in addition to 10 paid holidays each

Qualities of the Ideal Candidate

The County is seeking a highly ethical, principled, and accountable professional who has demonstrated leadership and management skills.

The ideal candidate must have a proven history of success and a comprehensive knowledge of the needs and requirements of working in the public sector. The ideal candidate should have a strong leadership presence and be a results-oriented consensus builder who creates a positive work environment.

Budgetary and financial planning experience is a must. The chosen candidate will also have an understanding of effective leadership and administration practices and principles, including budgeting, planning and forecasting, as well as capital

and facility planning, and public administration best management practices. The ideal candidate will be an excellent verbal communicator, a clear and concise writer, and will be expected to represent the County at all levels. This person must have excellent interpersonal skills, be a good listener who is accessible and works well with personnel throughout the organization.

Candidates should have a positive approach to problem-solving and should be innovative in the development of department programs. This individual will be capable of making tough decisions in a timely manner when required. Candidates should have a history of progressive, proactive, and innovative program development, as well as a track record of

successful follow-through and implementation.

Understanding the complexities of public sector projects; having the ability to oversee existing capital improvement projects; and being able to work and communicate with the County Administrator, Board of Commissioners and the Elected Officials are strengths needed in this position.

Qualifications —

- MA in Public Administration or Business Administration
- 5 years of progressively responsible experience.
- A combination of undergraduate education and experience may be substituted for Masters Degree

The Region



From the shores of the Pacific Ocean to the tranquil waters of Hood Canal, Jefferson County has been an inspiration to the generations who have called it home.

The qualities that brought early settlers here continue to attract new residents with the beauty, natural resources and a unique way of life.

With a population of approximately 30,000 residents, Jefferson County offers everything from a peaceful rural environment to the urban city of Port Townsend where the County seat is located. Port Townsend is a major tourist destination, Mecca for the arts and a maritime capital in a spectacular Victorian seaport. It is famous for its Victorian Homes Tour, Kinetic Sculpture Race, and Wooden Boat and Rhododendron

Festivals. The community of Port Townsend is as varied as the geography that surrounds it.

South of Port Townsend is the Port Hadlock/Tri Area which includes Irondale, Nordland and Chimacum where agriculture has been a way of life for many generations. Further south and east is the planned community of Port



Ludlow which once was a sawmill and loggers camp.

Jefferson County is a lively community of diverse interests. The music and theatre scenes are thriving and there are many studios and workshops supporting the visual arts, writing and poetry of the area. Jefferson County is

also home to the Olympic National Park that includes the dramatic Pacific coastline, the rugged Olympic Mountains, and the Hoh temperate rainforest. Adjacent to the Olympic National Park is the town of Quilcene, which has one of the largest shellfish hatcheries in the world.

From active hiking, camping, rafting, or biking in the Olympic Mountains, to drama, art and wine festivals, life here is connected to both the land and to the people.

