

**Proposal**  
for  
**County Administrative Officer  
Recruitment Services**



**Leadership is Key to the Success of Any Organization**

*Great leaders invest in their teams, build trust  
and create an environment where employees don't just  
work, they contribute and grow.*

**Finding great leaders is what we do!**

***P*ROTHMAN**

**Executive Recruitment**

*Interim Staffing. Application Software. Job Board.*

# **STATEMENT OF QUALIFICATIONS**

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## **About Prothman**

**A trusted leader in public sector executive recruitment since 2002**, Prothman Company specializes in helping cities, counties, special districts, nonprofits, and other public sector agencies across the western U.S. find top-tier leadership talent. Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Our 23+ years of recruiting experience, combined with each of our consultants' 35+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

## **What makes Prothman stand out?**

### **A Proven Track Record**

**After 23 years of successfully leading over 1,100 recruitments**, Prothman has listened and learned along the way, continually improving and creating a recruitment process that works. Prothman is proud of the trust we have built with our diverse range of clients, both large and small, ranging from 1 FTE to 14,000 FTEs (King County, Washington). No matter what your recruitment challenges are, we have a solution that fits.

### **Quality Candidate Pools**

**Leading the industry with our placement and retention rates, we don't just fill positions – we find the right leaders who thrive in their roles for the long term.** To conduct successful interviews, our team combines strong questioning skills using tailored, open-ended questions, active listening, paying special attention to both verbal and nonverbal responses, and effective assessment skills gained through years of interviewing experience, ensuring we match organizations with the right candidates who not only meet qualifications, but also fit seamlessly into their organization and communities.

### **Exceptional Customer Service**

**Successful organizations invest in their teams**, and for the past 18 years, Prothman has maintained the same dedicated in-house team, providing an unmatched level of expertise and process flow. Led by Sonja Prothman since 2007, our tight-knit group brings deep industry knowledge and experience, ensuring consistent, high-quality service for every client we serve. Driven by our passion for local government, we are always on call and do what we do because we love helping organizations find great leaders.

### **Strategic Outreach Methods**

**Our ability to connect with potential candidates is unmatched!** Our strategy is to cast the widest net possible to ensure a qualified and diverse applicant pool, combining proven recruitment outreach tactics with innovative strategies to find top talent. In addition, our consultants are active and trusted in the public sector profession. Their network and personal outreach typically bring in several qualified candidates who may not be actively seeking a new job. Every recruitment strategy is customized because every client is unique.

### **Contact Information**

**Owner/CEO: Sonja Prothman**  
sonja@prothman.com; 206.368.0050 office  
www.prothman.com  
Submittal Date: March 28, 2025

## **STATEMENT OF QUALIFICATIONS - EXPERIENCE**

### **Prothman Team Current Recruitments**

**County Administrator** – Jefferson County, WA  
**City Manager** – City of Dillingham, AK  
**Executive Director** – Synchronous Risk Management, WA  
**Executive Director** – Vashon Park District, WA  
**Director of Financial Services** – City of Rio Rancho, NM  
**Budget Manager** – Klickitat County, WA  
**Community Development Director** – Jefferson County, OR  
**Clinical Supervisor** – Pend Oreille County, WA  
**Human Resources & Risk Management Director** – Tillamook County, OR  
**Juvenile Court Administrator** – Benton-Franklin Counties Superior Court, WA  
**Fire Chief** – BC South Fire Protection District, ID  
**Fire Chief** – Boulder Rural Fire Rescue, CO  
**Assistant General Manager** – Birch Bay Village Community Club, WA  
**Deputy Police Chief** – City of Ocean Shores, WA  
**Fire Chief** – City of La Grande, OR  
**Fire Chief** – Lewis County Fire District 5, WA  
**Port Manager** – Port of Poulsbo, WA  
**Fire Chief** – Douglas Okanogan County Fire District 15, WA  
**Human Resources Manager** – Bainbridge Island Fire Department, WA  
**Director of Utilities** – City of Rio Rancho, NM  
**City Attorney** – City of Port Angeles, WA  
**Director of Public Works & Utilities** – City of Bremerton, WA  
**Parks & Recreation Director** – City of Oregon City, OR  
**Planning & Community Development Director** – City of Prosser, WA  
**Public Works Director** – City of Clatskanie, OR  
**Parks & Recreation Director** – City of Post Falls, ID  
**Civil Engineer Project Manager** – Renner Associates, SD

## **STATEMENT OF QUALIFICATIONS – REFERENCES / RECRUITMENTS**

### **Testimonial**

*“I have had the opportunity to assist in the hiring process for several fire chief positions and with some different search firms, but your group was incredible. Professional and didn't miss a thing. Your team was incredible to work with and obviously an example of how things work with the Prothman Company.*

*If I can ever serve as a testament as to the professionalism at Prothman with any agency or entity considering your services, please give them my contact information. It would be my honor!*

*Thank you again and God Bless.”*

*Rick*

**Chief Rick Lasky**

*chieflasky@gmail.com*

*214-673-1161*

*CL World Class Leadership Training: [www.chieflasky.com](http://www.chieflasky.com)*

### **Contact Our References**

**City of South Lake Tahoe, CA** – City Manager *recruitment - 2020*, City Attorney *recruitment – 2018*. HR Analyst, Building Official, and Parks & Rec. Director *sourcing recruitments - 2023*

**Contact: Joe Irvin, City Manager**

*jirvin@cityofslt.us*

*530.542.6000*

**Jefferson County, OR** – Community Development Director (*in progress*), Finance Director, HR Director, Building & Grounds Director, Health Director, Public Works Director

**Contact: Jeff Rasmussen, County Administrative Officer**

*jeff.rasmussen@co.jefferson.or.us*

*541.475.2449*

**Synchronous Risk Management, WA** – Executive Director (*in progress*), Finance Director

**Contact: Renee Rooker, Board President**

*reneer@wallawallaha.org*

*509.956.6065*

**Jefferson County, WA** – County Administrator (*in progress*), Central Services Director, Community Development Director, Deputy Prosecuting Attorney

**Contact: Mark McCauley, County Administrator**

*mmccauley@co.jefferson.wa.us*

*360.385.9130*

**Klickitat County, WA** – Budget Manager (*in progress*), Jail Director, Public Health Director, Fiscal Manager, Chief Accountant, HR Director, Director of Planning

**Contact: Robb Van Cleave, HR Director**

*robbvc@klickitatcounty.org*

*509.773.7171*

## **STATEMENT OF QUALIFICATIONS - PROJECT TEAM**

### **Steve Worthington - Senior Consultant, Project Lead**

Steve joined Prothman in 2012 and brings over 38 years of successful leadership in local government and is currently serving his third four-year term as a Council Member for the City of University Place, WA. Prior to retirement after six years as the City Manager for the City of Fife, WA, Steve served as Community Development Director for six years in Fife and for nine years for the City of Cheney, WA. Steve was also an economic development specialist for the Spokane Economic Development Council, a member of the Association of Washington Cities Legislative Task Force, and an Economic Development Board Tacoma/Pierce County Trustee. Steve has a Bachelor of Arts degree in Speech Communications from the University of Washington, and a Master of Public Administration degree from Eastern Washington University.

### **Kevin Nalder - Project Support**

Kevin most recently served seven years as Fire Chief for the City of Palm Springs, CA, managing a \$23 million budget and 106 department staff. His career began with the Salt Lake City Fire Department, where he served for 24 years, rising to Deputy Fire Chief. Kevin also served six years in Kirkland, Washington, as Director of Fire & Building Services and Emergency Management. Kevin holds a Bachelor of Science degree from Utah Valley University and he completed the National Fire Academy Executive Fire Officer Program.

### **Sonja Prothman - Project Support**

As CEO, Sonja directs the day-to-day operations of the Prothman Company and has over 20 years of experience in local government recruiting, interim placements, and organizational assessments. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the “elected official” side of government – a vital perspective for understanding our clients’ needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor’s degree in communications from the University of Washington.

### **Barry Gaskins - Project Support**

Barry is responsible for office and candidate management. Barry works with the lead consultant in following through scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor’s degree from California State University in Los Angeles.

### **Jared Eckhardt - Project Support**

Jared is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client’s outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

### **Madison Lindquist - Project Support**

Madison is responsible for Prothman’s social media, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

## AVAILABILITY, COMMUNICATION & PROPOSED SCHEDULE

### We are ready to start when you are!

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment.

We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire.

Our recruitments take approximately 10 - 13 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 1 - 2 weeks for stakeholder interviews and profile development and approval, 5 - 6 weeks for recruitment, 2 weeks for screening and interviewing, and 2 - 3 weeks for coordinating final interviews.

### Draft Schedule

Blue highlighted / bolded events represent meetings with the client.

Date	Topic
<b>Weeks of April 7 &amp; 14, 2025</b>	Gather information for position profile. <b>Travel to Lassen County and/or meet via Zoom/Teams for stakeholder interviews.</b> Send profile for review and edits. Get profile approval.
April 21, 2025	Post profile on Prothman website
May 1, 2025	Send direct mail brochures
June 1, 2025	Application closing date
Weeks of June 2 & 9, 2025	Prothman screens applications & interviews top 6 - 12 candidates
<b>Week of June 16 - 20, 2025</b>	<b>Travel to Lassen County or meet via Zoom/Teams for Work Session to review semifinalists and pick finalists, and design final interviews</b>
<b>Week of June 30 or July 7, 2025</b>	<b>Travel to Lassen County for Final Interview Process</b>

## **EXECUTIVE SUMMARY**

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 23+ years. We understand politics, Board dynamics, and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in our customer service reputation and we are confident in our ability to recruit experienced and qualified candidates who will be the perfect “fit” for your organization and community. We truly enjoy helping local governments thrive, and look forward to performing all services represented in this proposal.

## **SCOPE OF SERVICES – FULL RECRUITMENT**

### **Develop a Tailored Recruitment Strategy**

#### **Project Review**

The first steps will be to:

- ◆ Send an introductory recruitment “kick-off” email
- ◆ Review the scope of work
- ◆ Review the project schedule
- ◆ Review if a salary survey is needed

#### **Information Gathering and Research *(Soliciting Input)***

**We will travel to Lassen County and/or meet via Zoom/Teams and spend as much time as it takes to learn everything we can about your organization.** Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next County Administrative Officer. To accomplish this, we will:

- ◆ Meet with the Board of Supervisors
- ◆ Meet with the Leadership Team
- ◆ Meet with Staff, as directed
- ◆ Meet with other Stakeholders, as directed

#### **Position Profile Development *(Identifying the Ideal Candidate)***

We will work with you and develop a profile of your ideal candidate. Once the Position Profile is approved by you, it will serve as the foundation for our determination of a candidate’s “fit” within the organization and community. Position Profiles include the following:

- ◆ **A description of the ideal candidate’s qualifications**
  - Years of related experience
  - Ideal personality traits
- ◆ **Organization-specific information**
  - Description of the organization,
  - Description of the position and key responsibilities
  - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**



## Identify, Target, and Recruit Qualified Candidates

### **Outreach and Advertising Strategy** (*Locating Qualified Candidates*)

**We recognize that often the best candidates are not actively looking for a new position- *this is the person we want to reach and recruit.*** We have an aggressive recruitment strategy which combines proven recruitment outreach tactics with innovative strategies that include the following:

- ◆ **Print and Internet-based Ads** placed regionally and nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of county/city management professionals who are not actively seeking a new position.
- ◆ **Focused Candidate Outreach** via personal networking, and through thousands of personal emails, updated for each recruitment, sent directly county/city management professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

## Conduct Preliminary Screening

### **Candidate Screening** (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** We will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses. After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 6 - 12 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure both the candidate's skills and fit within your organization.

### **Candidate Presentation** (*Choosing the Finalists*)

**We will prepare and send candidate packets** which include each candidate's application materials and the results of the personal interviews and publication search.

**We will travel to Lassen County or meet via Zoom/Teams** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 - 5 candidates to invite to the final interviews.

**We will discuss the planning and design of the final interview process during this meeting.**



## Prepare For and Conduct Final Interviews

### **Final Interview Process** *(Selecting the Right Candidate)*

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
  - Deciding on the Structure of the Interviews
  - Identifying Interview Panel Participants & Panel Facilitators
  - Deciding on Candidate Travel Expenses
- ◆ **Evening Reception**

You may wish to have a reception the evening before the interviews so that all stakeholders and staff have a chance to meet the finalist candidates in an informal setting. We will facilitate the reception.
- ◆ **Background Checks**

Background checks include the following:

  - **References** from current and past employers
  - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include sample interview questions and the candidates' application materials and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

**We will travel to Lassen County and facilitate the interviews.** The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Candidate Evaluation Session**

After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss the next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement**

Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating the terms of the employment agreement.

## Warranty

### **Repeat the Recruitment**

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

## **FEE, EXPENSES & GUARANTEE**

### **Professional Fee**

**The fee for conducting a County Administrative Officer full recruitment with a one-year guarantee is \$17,500.** The professional fee covers all Prothman staff time required to conduct the recruitment. This includes all meetings and correspondence with the client, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, conducting background checks and professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

The professional fee is billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

### **Expenses**

Expenses vary depending on the design and geographical scope of the recruitment. We do not mark up expenses and work diligently to keep expenses at a minimum and keep records of all expenditures. Lassen County will be responsible for reimbursing expenses Prothman incurs on your behalf. Expenses include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$1,600 - \$2,100)
- Direct mail announcements (\$1,700)
- Consultant travel: airfare, rental car, travel time at \$40 per hour, lodging (approx. \$850 - \$1,300 per trip)
- Final Interview Packets and Shipping, if requested: (approx. \$75 - \$250)
- Background checks performed by Sterling, if requested (approx. \$180 per candidate)

### **Other Expenses**

**Candidate travel:** We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

### **Cancellation**

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

### **Equal Opportunity**

We can assure you that we recognize the importance and wisdom of a diverse rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates.

### **Guarantee**

Prothman will guarantee that if the selected finalist is terminated for cause or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

**EXAMPLE OF POSITION PROFILE**



# COUNTY ADMINISTRATOR

## \$146,472 - \$174,895 DOQ

*Plus Excellent Benefits*

*Apply by*

**March 23, 2025**

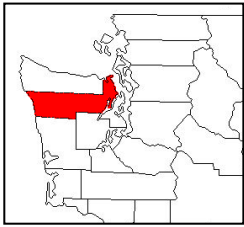
*(First Review, Open Until Filled)*

**PROTHMAN**





**WHY APPLY?**



This senior-level position offers an exceptional opportunity to lead Jefferson County at a pivotal moment in its development. The role is perfect for someone passionate about public service and making a meaningful impact within the community. The ideal candidate will work alongside a dedicated Board of Commissioners and a committed staff, with a focus on the ability to listen to all voices in our community, build relationships, and create opportunities for participation and collaboration.

Located on the Olympic Peninsula in Western Washington, Jefferson County offers an amazing quality of life. The region offers incredible outdoor recreational opportunities both on the sea and in the mountains, stunningly beautiful landscapes, and a uniquely vibrant cultural scene. Accessible by ferry or car from Seattle on the east side of Puget Sound, Jefferson County has maintained a historic character while embracing a progressive and creative way of life.

**THE COMMUNITY**

With a population of over 33,000 residents, Jefferson County offers everything from a remarkable natural environment to the vibrant arts and cultural center of Port Townsend, the County seat. The City of Port Townsend is a spectacular seaport designated as a National Historic Landmark.



The communities of Port Hadlock, Chimacum, Quilcene, Brinnon and Port Townsend are as varied as the geography that surrounds them. Historically, these communities formed a major seaport in the 1800s, and most of that era’s unique architecture remains.



Port Townsend is the only incorporated city in Jefferson County. Port Townsend is located just 41 miles northwest of Seattle. The city has a population of approximately 10,500 residents, though the city's spectacular festivals, vibrant cultural scene, and other unique attractions bring over a million visitors each year. From hiking, camping, rafting, or biking in the Olympic Mountains, to drama at the downtown theatre in Port Townsend, life here is connected to both the land and to the people. Discovery Bay, the Strait of Juan de Fuca and Port Townsend Bay surround the Quimper Peninsula, and make the area a center for boating and sailing. Jefferson County is also home to the beautiful Olympic National Park, including the Pacific coastline, the Olympic Mountains, and a temperate rainforest.

The region is home to a diverse community of farmers, artists, long-time residents, boat folks and those looking to live in an active community offering a choice of urban and rural lifestyles. Many hidden gems in the area have generated a thriving writing, music, and theatre scene. The area hosts well over 50 major events each year, including the opening of the award-winning Farmers Market in April, the Rhododendron Festival in May that brings pet parades, bed races, a downtown carnival, the "Rhody Run", and the Steampunk Festival in June. Centrum, located in Fort Worden State Park, hosts nationally renowned week-long workshops and festivals throughout the summer, including Blues, Fiddle Tunes, Jazz, Voice, Chamber Music, Choro, Ukulele, Dance This, and Writers’ Conference. Other events include the Wooden Boat Festival, Port Townsend Film Festival, the Jefferson County Fair, Concerts on the Dock, and many more. A thriving organic agriculture community exists in the County as well as several award-winning cideries.

## THE COUNTY

Jefferson County covers 2,183 square miles, stretching from Puget Sound to the Pacific Coast, and is home to just over 33,000 residents. Elected to four-year terms by the citizens of Jefferson County, the Board of County Commissioners is the legislative authority of Jefferson County and is comprised of three Commissioners. In addition, Jefferson County citizens elect their Assessor, Auditor, Clerk, District Court Judge, Prosecuting Attorney, Sheriff, Superior Court Judge, and Treasurer to serve 4-year terms. The County's General Fund budget for 2025 is \$30 million and the total budget is \$84 million. Jefferson County conducts planning under Washington State's Growth Management Act. The County has one incorporated urban growth area - the City of Port Townsend an unincorporated urban growth area in Port Hadlock, the Master Planned Resorts in Port Ludlow and Brinnon, several limited areas of intense rural development, and designated resource lands for agriculture, forestry, and mining. Unincorporated, but well-established communities include Port Hadlock, Irondale, Chimacum, Quilcene, Brinnon, Cape George, and Gardiner.

## THE POSITION

Under broad policy direction from the Board of County Commissioners, the County Administrator serves as the Chief Administrative Officer of the County, and coordinates programs and departments that include: Central Services (Facilities and Information Services), Community Development, Emergency Management, Financial Management, Human Resources, Public Works (Roads, Solid Waste, Parks, Sewer, Fleet), Public Health and WSU Cooperative Extension. This position facilitates administrative functions that cross departmental lines, assists the Board in developing policy, and oversees its implementation through the continuing delivery of services to the community. The County Administrator carries overall responsibility and authority for the business and service delivery aspects of Jefferson County government. The Administrator helps maintain good working relationships between the Board and other elected County officials and establishes team-based management processes to maximize collaboration in the County organization.

To view the full responsibilities of the position, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

1. This is an opportunity for a visionary leader and thinker to assess where the County is now, lead a collaborative effort to envision the County's future and create a plan of action to achieve the vision – this includes an understanding of capital facilities and other infrastructure, including technology's role in government and systems required for continued integrity.
2. The new County Administrator will play a key role in the ongoing impact of the development of a sewer system in the Port Hadlock UGA. They will strategize planning efforts, foster economic development, and lead community engagement initiatives in alignment with the Board of Commissioners' policy directives, ensuring a collaborative approach to meeting the county's long-term goals.
3. The County Administrator will have the opportunity to develop a resilient and adaptive organization, equipped to respond effectively to economic downturn or expansion, natural disasters, or changes in policy direction. This will be achieved through thoughtful collaboration, strategic planning, and management of the county budget and resources, as well as working closely with other local agencies to maximize impact.





4. As a leader, the new County Administrator will be politically neutral, respectful of diverse viewpoints, and committed to fair, equitable, and consistent decision-making. The County Administrator will set the tone for Jefferson County's workplace culture which includes empowering employees to make informed decisions, recognizing that calculated risks are sometimes necessary for swift, effective action. They will demonstrate urgency in meeting the community's needs while upholding the core values of public service. Under the direction of the Board of County Commissioners, the County Administrator will guide and shape an engaged, collaborative team of county staff.

5. The challenge of workforce housing, which is a growing issue across the Puget Sound region, is particularly pressing in Jefferson County. As housing prices continue to rise, working families and younger adults are finding it increasingly difficult to secure affordable homes. Existing properties are quickly bought up as second homes or retirement residences, often out of reach for local workers. In response, Jefferson County is seeking innovative solutions to increase housing availability, reduce development costs, and create more affordable options for younger, working residents. Addressing the housing shortage remains a top priority for the Board of County Commissioners.



## IDEAL CANDIDATE PROFILE

### Education & Experience:

A master's degree in public administration or in a related field with 5 years of experience in managerial and executive level positions, or a bachelor's degree with 10 years of managerial and executive level experience is required. Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the essential functions of the job will be considered. The selected candidate must have a valid Washington State Driver's License by time of hire. The County Administrator will be required to live within Jefferson County, WA, within a 50-minute drive of the County courthouse.

### Necessary Knowledge, Skills & Abilities:

- Substantial emphasis in public management is required, specifically executive level local government positions, such as city or county manager, demonstrating a collaborative, ethical and effective leadership style and a strong understanding of RCWs and regulatory frameworks. Ability to work cooperatively and collaboratively with independently elected officials, appointed department directors and line staff.
- Substantial expertise in budget, financial management, human resources, technology and capital facilities management.
- Knowledge of labor relations and collective bargaining agreements.
- Demonstrated leadership and staff development skills including the ability to mentor and up-skill employees.
- Proven success in collaborative management processes/projects involving complex local and regional issues. The ability to collaborate with other local agencies to develop priorities for big-picture, community-wide improvements.
- The next Administrator will be approachable by all residents, staff, and the Board, and will lead with integrity, honesty, humility, and a sense of humor, with a willingness to engage in respectful disagreement. The selected candidate is expected to build lasting relationships with staff and the Board, and empower and motivate team members.
- The ability to develop effective and accountable leadership for creating an inclusive workplace and community where employees and residents feel valued, respected and empowered.



- Demonstrated successful experiences in critical urban and rural service processes including infrastructure, transportation development, criminal justice and law enforcement, land use planning and natural resource management. The selected candidate must have an understanding of the issues facing rural communities, and commit to engaging with all parts of our diverse County to understand unique needs.
- A willingness to consider and advocate for innovative policy ideas, particularly those addressing growth, housing affordability, and economic diversity.
- Experience working with Native American Tribes and an understanding of government-to-government relationships. Ability to engage in difficult conversations, remain at the table to resolve challenges, and consider the nuances of inter-tribal relationships.
- Demonstrated success in public involvement and community participation processes, a willingness to be visible and engaged with the local community and the ability to gather and incorporate meaningful community input as a critical element in a planning process.
- Strong communication skills, both written and verbal, the ability to be an attentive listener, and strong interpersonal skills.
- Ability to hold staff and vendors accountable, coach for excellence and take action when necessary to ensure high performance.
- The ability to be forward-thinking and open to new ideas and processes is critical to success in this position. The selected candidate is expected to identify and act, and know how and when to make tough decisions.

## COMPENSATION & BENEFITS

- **\$146,472 - \$174,895 DOQ**
- Full Medical, Dental, Vision, Prescriptions
- 11 Paid Holidays
- 2 Floating Holidays
- 21 to 33 Days of Personal Time Off (PTO) depending on length of service
- Washington State PERS retirement
- Deferred Compensation Match up to 5%
- Optional Flexible Spending Account
- Employee Assistance Program



**For more information on Jefferson County and the region, please visit**

**[www.co.jefferson.wa.us](http://www.co.jefferson.wa.us)**

Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 23, 2025** (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](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Jefferson County, WA – County Administrator**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



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

206.368.0050

## EXAMPLE OF INVITE LETTER



**CITY OF**  
**SOUTH LAKE TAHOE**  
**CALIFORNIA**

## **PARKS & RECREATION DIRECTOR**

**\$146,220 - \$177,744**

*Plus excellent benefits.*

First Review:  
**February 26, 2023**  
(Open Until Filled)

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Dear Colleague,

Prothman is currently recruiting for the **Parks & Recreation Director** position for the **City of South Lake Tahoe, California**. We invite you to review the position details on the back page, and if you find that this position is not right for you, we kindly ask you please pass this on to other professionals you know who may be ready for this next step in their career.

Thank you for your consideration and help!

**PROTHMAN**





## THE COMMUNITY



Located 190 miles northeast of San Francisco, California, and 60 miles southwest of Reno, Nevada, in the Sierra Nevada Mountains and along the southern edge of the largest alpine Lake in North America, the City of South Lake Tahoe offers both residents and visitors world-class scenery and an abundance of activities with 300 days of sunshine a year. South Lake Tahoe gives its 22,525 residents the opportunity to live, explore, and experience on a daily basis what brings in over a million visitors each year to the Lake Tahoe region. Sitting at 6,200 feet above sea level, South Lake Tahoe is home to some of the best winter sports, summer sports, water sports, bike trails, and nightlife in the United States. Just across the road on the Nevada side are five 24-hour hotel casinos with world-class restaurants and both indoor and outdoor event spaces for festivals and concerts.

Lake Tahoe is not only the largest alpine lake but it is also the 3<sup>rd</sup> deepest lake in North America. Lake Tahoe offers various water sports like boating, jet skiing, boat tours, fishing, and swimming. Other activities in the area include multiple golf courses, indoor swimming pools, bowling, hiking, shopping, biking, horseback riding, and camping. During the winter months, the City receives most of its moisture in snow from early November through April. Amounts of snowfall vary annually but on average the area receives 20 feet of accumulated snowfall each year which provides ample winter activities such as skiing, snowboarding, snowshoeing, snowmobiling, and plenty of hot chocolate!

There are a total of seven ski resorts that surround the entire Lake Tahoe area. The closest ski resort, just adjacent to the city limits, is Heavenly Mountain Resort. Easily accessible through Heavenly Village the mountain resort offers skiing, snowboarding, ice skating, tubing, and a scenic 2.4-mile gondola ride to the top. The base of Heavenly Village is home to a variety of shops, restaurants, hotels, a movie theater, and ice-skating rink.



## THE CITY

The City of South Lake Tahoe is a general law city in El Dorado County, California utilizing the Council/Manager form of government. The City has five council members elected to four-year, overlapping terms, and a Mayor being elected by a majority Council vote. South Lake Tahoe provides a wide range of services including: police and fire protection, street maintenance, airport, parks and recreation, planning, building and safety, public improvements, and general administration. The City employs 207 FTEs of which 67 FTEs are assigned to the Police Department and 41 FTEs to the Fire Department. The City has a 2023 General Fund budget of approximately \$56.9 million, with a healthy reserve of \$12.7 million.

## THE DEPARTMENT & POSITION

The City of South Lake Tahoe Parks and Recreation Department operates with 14 employees and up to 50 seasonal employees each year, on a \$3.23M General Fund Operations Budget and \$5.34M in Special Revenue-Funded Budget. The mission of the Parks and Recreation Department is to provide fun, safe, and memorable recreation experiences for the residents and visitors of South Lake Tahoe.

In 2021, the department underwent re-organization moving the Parks Division from Public Works to Recreation Services resulting in the formation of a traditional Parks and Recreation Department. A re-branding effort is underway including revised mission and goals. Operations and programs of the Department include the Bijou Golf Course, Bijou Park, Campground by the Lake, El Dorado Beach and Lakeview Commons, Reagan Beach, Facility Rentals, Senior Center, Recreation and Swim Complex, Aquatics Programs, STAR Camp Youth and Teen Programs, and Special Events on Parks and Recreation Facilities.

Under general administrative direction of the Assistant City Manager, the Director of Parks and Recreation plans, organizes, directs, and reviews the activities, operations, functions, and services of the Parks and Recreation Department, and coordinates assigned activities with other departments and outside agencies.

**Please visit [www.prothman.com](http://www.prothman.com) to review the full position profile and compensation package, and to learn more about Prothman.**