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HUMAN RESOURCES DIRECTOR

\$95,616 - \$125,746

Apply by
March 17, 2024
(First Review, Open Until Filled)

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JEFFERSON COUNTY

OREGON

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JEFFERSON COUNTY

O R E G O N

The Community

Jefferson County (Pop. 25,878) is located in Central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. Jefferson County's seven communities: Madras, Metolius, Culver, Warm Springs, Three Rivers, Camp



Sherman, and Crooked River Ranch, are unique and share a common desire for a vibrant future. Jefferson County's largest city is Madras (Pop. 8,099) which serves as the county seat

and gateway to Central Oregon's vast selection of outdoor recreational opportunities. Jefferson County's low-humidity climate offers over 300 days of sunshine and only receives 13 inches of precipitation annually. Although the weather is dry, Jefferson County is home to various crops that thrive on dry, sunny days and cool evenings.

An abundance of outdoor recreation. The Cove Palisades State Park offers over 4,000 acres of surface area for boaters, surrounded on both sides by massive basalt rim rock canyon walls. Our community is within 70 miles of four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 golf courses. The local area offers plenty of hunting, hiking, fishing, camping, and boating opportunities.

The community offers a hospital, library, community college branch campus, movie theater (5-plex), drag strip, circle track, skateboard park, 600-seat performing arts center, and indoor aquatic center. Madras is just 30 miles from Redmond which has a regional airport offering direct departures to Burbank, Denver, Las Vegas, Los Angeles, Palm Springs, Phoenix, Portland, Santa Rosa, Salt Lake City, San Diego, San Francisco and Seattle. Only 40 miles to the city of Bend makes access to major shopping, specialized medical care, and other amenities easy.

The County Organization

Jefferson County is a general law county governed by three part-time County Commissioners serving four-year terms. The commissioners are non-partisan. The County has an elected Assessor, Clerk, District Attorney, Sheriff, and Treasurer. Other non-elected major departments (appointed department directors) include Finance, Public Health, Community Development, Fair, Buildings & Grounds, and Public Works. Other appointed officials include the County Administrative Officer and County Counsel. The

fiscal year 2022-2023 adopted budget for the County is \$72.1 million, with approximately 133 FTEs.



Jefferson County is in a solid financial position. The County completed the construction of a new courthouse in August 2016. The County, in conjunction with Mosaic Medical (FQHC), completed a new 20,000-square-foot Public Health Building in 2022 to accommodate the growing needs of Jefferson County citizens. The administrative structure of Jefferson County is used by other medium-sized counties in Oregon as a model of efficiency and effectiveness when they consider organizational change.

Human Resources Director

Under the direction of the County Administrative Officer, the Human Resources Director serves as the main point of contact for all Human Resources operations. This position is responsible for reliably handling and safeguarding sensitive Human Resources and collective bargaining information, providing technical assistance to applicants and employees, and initiating and preparing personnel paperwork. The new Director will recruit for a newly created HR Specialist position, allowing for additional support in the handling of all HR matters from top to bottom. This position will also receive direction from the County Counsel and assist in other operational affairs as needed in the County Commissioners office.



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Necessary Knowledge, Skills, and Abilities

- Knowledge of principles and practices of human resources, including recruitment, selection, classification, and compensation; federal, state, and local laws and ordinances including but not limited to the Family Medical Leave Act, Equal Employment Law, ADA, Workers' Compensation, and other employment laws and guidelines; investigative and fact-finding practices; and principles and techniques of supervision.
- Advanced personal computer skills in spreadsheets, databases, and automated human resources systems, as well as a basic understanding of computer operations.
- The ability to maintain cooperative working relationships with the public, job applicants, union officials, and professionals in various agencies, boards, and staff.
- Ability to communicate clearly, accurately, and concisely orally and in writing.
- Ability to analyze reports, policies, procedures, and business correspondence with close attention to accuracy and detail.
- Requires the ability to maintain appropriate confidentiality.
- Requires the ability to exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues.

Education/Experience

A bachelor's degree with major coursework in human resources, business, public administration, organizational development, or a directly related field and four (4) years of relevant experience in human resources management or any equivalent combination of experience and training is preferred. Prior work experience may be substituted for a degree. Two (2) years' experience is preferred in public sector human resources. Preference will be given to candidates certified as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).

Candidates must have the ability to acquire and maintain a valid Oregon driver's license with an acceptable driving record. Candidates must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this position.

Opportunities & Challenges

- The selected candidate will be a part of two-person operation, supported by close working relationships with County leadership positions, including the County Counsel and County Administrative Officer.
- Jefferson County offers the opportunity to work in a financially solid organization in Central Oregon alongside a growing community.

Compensation & Benefits

- The County currently has a 1,400 sq. ft 3-bedroom, 2 bath manufactured home on a 40-acre farm that may be utilized by the new Director at a below market rental rate while further housing options are explored.
- \$95,616 to \$125,746/YR (based upon 40 hours)
- Medical, Vision, and Dental Coverage (currently \$118 employee share for family coverage)
- Employer contribution to VEBA (health care) account.
- Vacation and Sick Leave Benefits
- Paid Administrative Leave (48 hours per year)
- 9 Holidays
- Oregon PERS Retirement (employer/employee participation varies)
- Optional Cell Phone Allowance
- Life Insurance
- 457 Deferred Comp Plan Available

How to Apply

[Click here to submit application online](#)

The Process (subject to change)

First review March 17, 2024.

Interviews on April 3,4 & 5, 2024 (tentative).

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