



OREGON

HUMAN RESOURCES DIRECTOR

\$101,852 - \$110,218

Plus Excellent Benefits

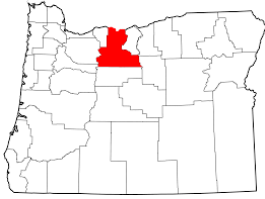
Apply by

November 5, 2023

(First Review, Open Until Filled)



THE COMMUNITY



Wasco County is a picturesque and historically rich county located in the north-central part of the state of Oregon, in the Columbia River Gorge National Scenic Area. The County is home to approximately 26,000 residents spanning over almost 2,400 square miles. Wasco County is known for its stunning natural landscapes, rich history, and diverse economy. The county boasts a mix of fertile valleys, rolling hills, and the awe-inspiring Cascade Mountain Range to the west. With an incredible diversity of towns ranging from The Dalles (Pop. 16,043) to Shaniko (Pop. 32), visitors can have a unique experience wherever they travel in Wasco County. Wasco County is bounded by the eastern slopes of Mt. Hood on the west, the Columbia River to the north, the scenic and wild Deschutes River on the east, and the high desert to the south. Each community embodies their own piece of this diverse landscape with their strong personalities.

Outdoor enthusiasts are drawn to Wasco County's over 300 days of sunshine per year, natural beauty, and recreational opportunities. The Columbia River Gorge offers world-class white-water rafting, windsurfing and kiteboarding, while the surrounding mountains provide hiking, camping, and winter sports in places like Mount Hood. Residents and visitors also have ample opportunities for cycling, fishing, horseback riding, hunting, kayaking, paddle boarding, swimming, and snowshoeing.



Incorporated cities in the County include Antelope, Dufur, Maupin, Mosier, Shaniko, and The Dalles. The City of The Dalles, as the county seat, serves as a cultural and economic hub, and is a trading area for about 70,000 people in Washington and Oregon. Located along the north-central edge of the vast Columbia River dividing Washington State from Oregon, the city is home to various historical sites, museums, and events that showcase the region's heritage. The Dalles is one of Oregon's most historical cities and has a reputation of being a town at the end of the overland route of the Oregon Trail. The major agricultural product of the region is sweet cherries, and there are in excess of 9,000 acres of sweet cherry orchards around The Dalles. Wasco County's blend of natural beauty, historical significance, and economic vitality makes it an appealing place to live and visit in the beautiful Pacific Northwest.

THE COUNTY

Wasco County operates with a three-member Board of County Commissioners with a total budget of \$94,384,071 and approximately 137 FTEs. The County is divided into 16 departments, including 911 Communications, Administrative Services, Assessment and Taxation, Building Codes Services, Clerk, Code Compliance, Community Corrections, District Attorney, Emergency Management, Facilities, Finance/Treasurer, Human Resources, Information Services, Planning, Public Works, Sheriff, Surveyor, Youth Services, and Veterans' Services. Wasco County is proud to "embody the 100% Love culture". The County recognizes that each employee has unique skills and is part of a team that is creating excitement for building a culture where employees, vendors and constituents become partners in building a prosperous Wasco County. Strong community involvement is a priority for the County Commissioners, and the County strives to offer outstanding customer service and transparency.

THE POSITION

Under the direction of the Administrative Officer, the Human Resources Director is directly responsible for the overall administration, coordination, and evaluation of the human resource functions. This position ensures implementation of human resources policies, programs and procedures, and advises management and employees on issues or problems relating to human resources. Areas the Human Resources Department covers includes compensation, benefits, employee relations, labor relations, recruitment/affirmative action, training, employment law compliance, workers' compensation, and safety.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#) or visit www.prothman.com.

OPPORTUNITIES & CHALLENGES

1. The incoming Human Resources Director has an opportunity to join a highly functioning, type-A management team that is known for their abilities to complete projects quickly and progress the County.
2. The County may be able to offer 3-6 months of living accommodation while an incoming Director establishes housing.
3. As with many organizations, employee recruitment is a challenge that will need to be assessed by the Human Resources Director. The County has succession planning in place in many departments but lacks depth in smaller departments simply due to the size of the organization. The Director will get creative with succession planning and continue developing employee cross-training as appropriate.
4. The County is financially sound and in a building phase, with successful project management and teamwork being a strong focus among staff.
5. The incoming Human Resources Director will focus on increasing departmental bandwidth for any human resources issues that arise.
6. Historically, the Human Resources Department has been a part of the Employee Administrative Services (EAS) budget. For FY23, the Department is a separate sub-department with its own budget. In FY22, it was approved to add an HR Generalist who is now a part of the department.

THE IDEAL CANDIDATE

Required Education and/or Experience:

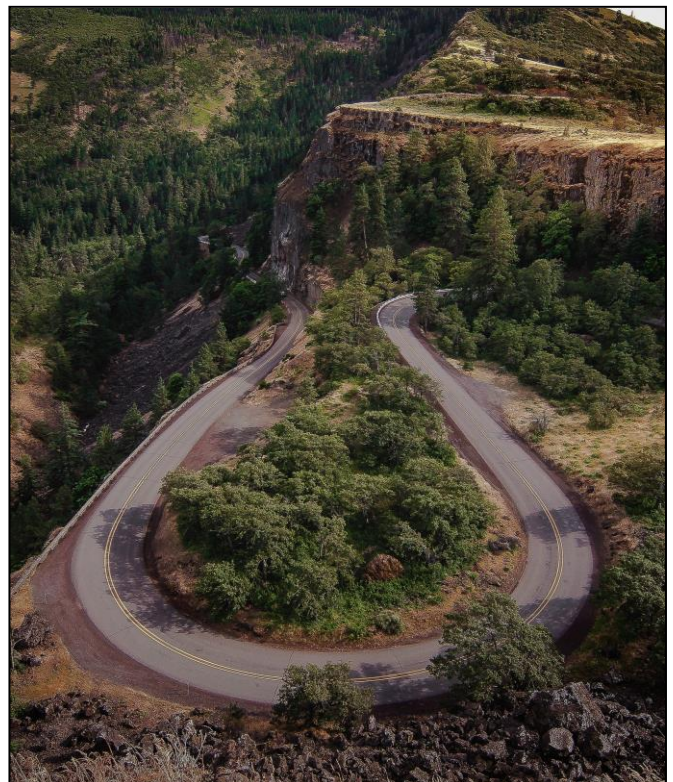
- A bachelor's degree in human resources, business administration or a related field.
- Minimum of seven (7) years of related experience or training, or an equivalent combination of education and experience.
- A valid driver's license.

Preferred Education and Experience:

- A master's degree in a related field.
- SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) credential.
- PHR or SPHR certification.
- IPMA-CP or IPMA-SCP certification.

The Ideal Candidate:

The ideal candidate will be a seasoned manager who can hit the ground running, with experience moving both elected officials and department directors through issues and challenges as they arise. This person will be able to have hard conversations when needed, tackle issues head-on, and maintain a strong stance to protect the organization and move it forward in a positive direction.



Desired Knowledge, Skills, and Abilities:

- Experience with helping a variety of departments navigate the regulatory environment.
- Experience with negotiations, working with unions and maintaining union relations.
- The ability to balance the needs of a variety of different departments.
- Experience working with and maintaining a centralized, top-down compensation program.
- Knowledge of the typical structure, services, and activities that constitute a functional HR department.
- Knowledge of the principles and practices of Human Resource administration, including benefits, compensation, employee relations/coaching, recruitment, training, labor relations, performance management, employment law compliance, safety, and workers' compensation.
- Appropriate use of English language in verbal and written forms, including spelling, grammar, and punctuation.
- Ability to professionally and effectively resolve issues and be appropriately assertive.
- Ability to accurately and consistently follow instructions.
- Ability to effectively analyze problems and use sound judgment to rectify issues and develop options.
- Ability to be a contributory member of the management team, including advising supervisors and department heads of the possible adverse consequences of planned actions.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to establish and maintain professional relationships with internal and external contacts.



COMPENSATION & BENEFITS

- **\$101,852 - \$110,218 DOQ**
- Full Medical, Dental, and Vision Insurance
- Life Insurance & Long-Term Disability
- Voluntary Supplemental Life Insurance
- Oregon PERS
- Flexible Spending Account
- Gym Membership Discount
- 12 Days Sick Leave
- Generous Vacation Accrual
- 11 Paid Holidays
- Negotiable Relocation Package
- 3 – 6 Months of Housing Available
- Negotiable Vacation



For more information on Wasco County, please visit:

www.co.wasco.or.us

Wasco County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 5, 2023** (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** and click on "Open Recruitments", select "**Wasco County, OR – Human Resources Director**" and click "**Apply Online**," or click [here](http://www.prothman.com). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

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