

Memo:

To: Seth Crawford, County Judge
Jerry Brummer, County Commissioner
Brian Barney, County Commissioner

From: Andy Parks, GEL Oregon, Inc.

Via: Aaron Landau, Attorney and Shareholder; Harrang Long Gary Rudnick P.C.

Date: November 14, 2022

Re: Comparable information for 10 organizations (nine counties, one city) for Administrative Officer position

I have aggregated a schedule of the qualifications and key responsibilities of the top administrative position for similar size counties and counties with similar growth during the past decade. Additionally, information for the City of Prineville is included. Job descriptions for each position is provided as an attachment so you have complete job descriptions for reference.

Of the ten comparable organizations, County Administrator is the most common position title (5 of 10), although the scope of responsibilities for the position varies widely, from manager level, i.e., full administrative responsibilities, excluding direct supervision/oversight of elected officials serving as department directors, to administrative officer level responsibilities, i.e., oversight of the administrative functions of the government, with varying degrees of participation with other appointed officials. Three counties have an Administrative Officer position, one has a manager position (the city of Prineville) and one (Tillamook County) does not have an administrative officer position.

To gain a better understanding of where the County Court members may be with respect to an administrative officer position as well as the role and responsibilities for the position, a column for Crook County has been provided in the schedule below. Please review the information in this schedule, as well as the full job descriptions for additional context, and provide a rating for each item in the Crook Column. Additional rows are provided at the end of the schedule for additional items you may desire to add and empty rows are provided after various items in the schedule for you to add comments/notes and or questions. Please use the following rating scale to indicate your preference for any given item for inclusion in the job description for an administrative officer position for the County:

1 – Must include; 2 – Desired; 3 – Neutral; 4 – Do not desire; 5 – Must exclude

We will aggregate responses and use the information to help guide future conversations and your decisions.

confidential

Schedule of Qualification and Key Responsibilities of Chief Administrative Officer Positions
November 2022

Description	Morrow	Curry	Hood River ¹	Jefferson	Union	Wasco	Tillamook	Polk	Deschutes	Prineville	Crook
Population (000s)	12	23	24	25	26	27	27	87	187	11	25
% Population changes 2010-2020	9%	5%	7%	13%	2%	6%	9%	16%	26%	18%	18%
County rank in Oregon	14	26	18	5	32	23	17	3	1	NA	2
County Manager/Administrator/Officer	CA	CA	CA	CA	AO	AO	-	AO	CA	CM	
Reports to Board of Commissioners (BC), City Council (CC), County Court (C)	BC	BC	BC	BC	BC	BC	BC	BC	BC	CC	
Reporting positions AA - All appointed AD - Administrative; Finance, IT, HR, Buildings/grounds, Risk Management EC - Excludes legal counsel CS – Central Services – admin, personnel, and accounting CD – Community Development CO – Coordinates and integrates activities of all other County departments	AA	AA, EC	AA, EC	CS CD	CS	No ne	-	CS CO	AD CO	AA	
Qualifications											
Years exp	5	10	-	3	5	5		5	10-12	8	
Education - Degree BS – Bachelor of Science BA – Bachelor of Arts Md – Masters Degree All note business, public administration or related field	BA/ BS	BA/ BS	BA/ BS	BA/ BS	BA/ BS	BA/ BS		BA/ BS	Md BA/ BS	BA BS	
Additional education preferred – same as degree	Md	Md	-	Md	Md	Md	-	Md	-	-	
Combination of education and experience	Y	N	Y	-	Y	Y	-	Y	N	Y	
Key Admin Functions											
Role with agenda preparation P – Prepare Pa - Participates PM – Prepare and manage A – Assists C - Contributes D – Directs preparation	A	PM	D	C		Pa		C		P	

¹ Hood River County has 5-member board of commissioners

Description	Morrow	Curry	Hood River ²	Jefferson	Union	Wasco	Tillamook	Polk	Deschutes	Prineville	Crook
Drafts resolutions, ordinances and rules upon direction of board D – Drafts W – Works closely with in the development of			D		W					D	
Provides advice and recommendations to the board	Y	Y	Y			Y			Y	Y	
Management analyst – prepares reports and recommendations	Y			Y				Y	Y	Y	
Special projects O – Oversight P – Perform C - Coordinate	C		O C	P C	C	P C		C	O P C	O P C	
Goal development; short- and long-term DF – Directs and facilities development S - Support Board of Commissioners C – Coordinates efforts	S		S			C			DF	DF	
Implement goals – develop objectives and strategies, oversee development of individual department plans in support of board goals. Reporting to board C – Coordinates efforts	Y	Y	Y			Y C			C	Y	
Ensure development of individual department plans-conduct analysis/performance	Y		Y			Y				Y	
Perform executive level duties; organization planning, leadership and administrative work	Y	Y	Y	N		Y			Y	Y	
Collaborate with/facilitate board, department directors; policy, admin support to board	Y	Y	Y			Y		Y	Y	Y	
Facilitates communication and decision making between departments and board	Y		Y			Y		Y	Y	Y	

² Hood River County has 5-member board of commissioners

	Morrow	Curry	Hood River ³	Jefferson	Union	Wasco	Tillamook	Polk	Deschutes	Prineville	Crook
Description											
Represents County with: M – Media LO – Local organizations LC – Legislative committees PA – Public Agencies PI – Public information to citizens PO – Private organizations CP – Channel public information IG – Intergovernmental relations AC – Advisory committees WS – Website	M PI LO	IG M IP EC LO AC WS	LC PA PO PI CH							All	
Administer foreclosure program	Y	-	-	-	-	-	-	-	-	-	-
Budget Officer	Y	Y	Y	N ⁴	Y	N ⁵	Y	N ³	N ³	Y	
Personnel management FA – Full authority all appointed staff (hire/fire, grievance, approve leave, disciplinary actions, training, etc) administer pay and performance, labor agreements and relations, etc. PA – Authority limited to directors and assigned staff CS – Oversight limited to central services (admin, personnel and accounting) – administer aspects of insurance programs CB – Represents organization in collective bargaining DH – Presides over periodic department head meetings	PA	FA	FA	CS CB	CS CB	CB PA		CS	CS CB DH	FA	
Administrative planning and coordination of day-to-day operations – works closely with elected officials and department heads on specific assignments				Y		Y			Y	Y	
Serve as liaison with elected directors	Y	Y							Y	NA	
Facilitates work sessions					Y					Y	

³ Hood River County has 5-member board of commissioners

⁴ Responsible for preparation and control of budget

⁵ Participates in the preparation with finance manager, develops final recommendations

Description	Morrow	Curry	Hood River ⁶	Jefferson	Union	Wasco	Tillamook	Polk	Deschutes	Prineville	Crook
Responds to various problems identified by the Commissioners, work with department heads to solve specific problems, research, etc.					Y			Y		Y	
Coordinates activity with County counsel, Sheriff, District Attorney and Judges			Y							NA	
Purchasing Agent			Y							Y	
Administrative regulation and policies P – Prepare A – Administers		P		A						P A	
Serve as liaison with Board	Y								Y	Y	
Management of specialized functions ED – Economic Development CG – Contracts and grants RM – Risk management PM – Property management		ED CG RM PM							CG	All	

⁶ Hood River County has 5-member board of commissioners