

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

In the Matter of Adopting the Chief )  
Administrative Officer Job ) ORDER  
Classification Description and ) #24- 066  
Establishing a Probationary Period )

This matter came before the Tillamook County Board of Commissioners on November 27, 2024 at the request of Mary Faith Bell, Chair. The Board of Commissioners, being fully apprised, finds as follows:

1. On October 9, 2024 the Board of Commissioners approved Order #24-061 creating a Central Services Department and Chief Administrative Officer (CAO) position, and appointing Rachel Hagerty as the CAO.
2. The Order directed Ms. Hagerty to create a subsequent order adopting the CAO job classification description.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT, effective December 1, 2024:

3. The CAO job classification description, attached herein, is hereby adopted.
4. The CAO shall perform the duties set forth in the job classification description.
5. December 1, 2024 through December 1, 2025 shall be considered a probationary period for the CAO position and the Central Services Department.
6. During this probationary period, and with a minimum of 60 days' notice, the commissioners or CAO may recommend to the Board for consideration and approval the elimination of the CAO position and/or Central Services Department if it is determined that either are no longer in the best interests of the county. In the event the CAO position is eliminated, the CAO and Administrative Analyst shall be afforded the opportunity to be reassigned to their former positions as Chief of Staff and Executive Assistant, respectively.
7. The CAO shall provide regular updates to the Board regarding the status of CAO and Central Services Department operations.
8. No later than August 2025, the Board shall evaluate the permanency of the CAO position and the Central Services Department. The probationary period set forth in this Order may be extended.

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DATED THIS 27<sup>th</sup> day of November, 2024.

THE BOARD OF COMMISSIONERS  
FOR TILLAMOOK COUNTY, OREGON

MFBell  
Mary Faith Bell, Chair

DougOlson  
Doug Olson, Vice-Chair

ErinD.Skaar  
Erin D. Skaar, Commissioner

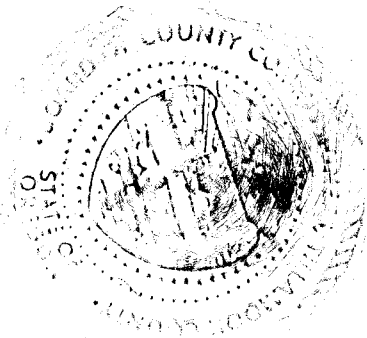
Aye	Nay	Abstain/Absent
<u>X</u>	<u>  </u>	<u>  /  </u>
<u>X</u>	<u>  </u>	<u>  /  </u>
<u>✓</u>	<u>  </u>	<u>  /  </u>

ATTEST: Christy Nyseth,  
County Clerk

By: Christy Nyseth  
Special Deputy

APPROVED AS TO FORM:

William K. Sargent  
William K. Sargent,  
County Counsel





TILLAMOOK COUNTY  
201 Laurel Avenue  
Tillamook, Oregon 97141  
(503) 842-3418

## JOB CLASSIFICATION DESCRIPTION

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Job Title:	Chief Administrative Officer	Union:	Non-Union
Department:	Board of County Commissioners	WC Code:	8810
Reports To:	Board of County Commissioners	Approved Date:	11/27/2024
FLSA Status:	Exempt	Approved By:	BOC
Pay Grade:	TBD		

### SUMMARY:

Perform executive management level leadership in directing and coordinating activities consistent with established goals, objectives, and policies, as directed by the Board of Commissioners (BOC). The Chief Administrative Officer (CAO) is responsible for implementing BOC policy, managing County operations, coordinating the County's annual budget process, and coordinating County leadership regarding County matters. The CAO exercises supervision of the Central Services Department, comprised of the BOC administrative and legal staff, Human Resources Department, Information Services Department, and Facilities Department, and Veterans Department. The person in this position will advise, assist, and act as an agent of the County, as directed by the BOC. The CAO has responsibility and authority to assure County functions are carried out efficiently and effectively.

### DUTIES/RESPONSIBILITIES:

*(Duties assigned to this position are not all inclusive. Additional duties may be assigned.)*

#### County Operations: estimated 55% of time

- Coordinate and support the operations of the County under the authority of the BOC to assure alignment with County priorities.
- Responsible for all aspects of Central Services Department administration, including director supervision, staff management, establishing goals, performance evaluations, corrective actions, and dismissals. Director hiring is conducted in partnership with the BOC.
- Coordinate with County leadership, and other employees as needed.
- Facilitate interdepartmental collaboration, integration, and communication.
- Explore, evaluate, and implement strategic opportunities to improve organizational effectiveness.
- Establish standards and performance measures for County organizational improvement.
- Oversee labor negotiations in conjunction with the Human Resources Director, Treasurer and/or Finance Director.
- Serve as the chair of the County Executive Team. Coordinate, schedule, and facilitate meetings.
- Serve as the Veterans Department Director.
- Serve as the Facilities Department Director. Conduct and maintain capital needs assessments. Generate and implement preventative building maintenance plans. Responsible for remodeling or construction of County facilities. Plan for adequate space for employees, public, and records to maximize use of County facilities.
- Serve as the County Contract Officer. Ensure that Tillamook County's public contracting procurements comply with the requirements of Oregon laws and administrative rules, and federal laws and regulations. Review and approve contracting documents and procurements for all County departments. Provide or lead contract solicitations as needed by departments.

**Provide Staff Support to the BOC: estimated 20% of time**

- Assure the BOC is fully informed on County activities, current issues, and initiatives.
- Facilitate the communication and decision-making process between County departments and the BOC, as requested by the BOC or County leadership.
- Facilitate and maintain intergovernmental communication and coordination.
- Manage special projects, studies, and assignments, as requested by the BOC.
- Serve as management analyst to the BOC. Respond to identified and perceived issues, and research issues and solutions. Collaborate directly with County leadership to solve specific issues, as requested by the BOC or County leadership.
- Direct the preparation of BOC meeting agendas. Schedule decisions, review documents submitted for completeness and clarity. Attend meetings, prepare and present reports and recommendations.
- As directed by the BOC, represent the County to the media, employee organizations, partners, community, and stakeholders.
- Coordinate and help orient new commissioners.
- Perform related duties as assigned to meet business needs.

**Policy: estimated 15% of time**

- Work under the direction of the BOC and in conjunction with County leadership to facilitate long range and strategic planning to sustain the objectives of the County.
- Advise on, recommend, develop, and oversee implementation of County-wide strategic planning, policy and program priorities, procedures, and objectives.
- Research, analyze, and report on state and federal legislative developments and concepts as directed by the BOC.

**Finance and Budget: estimated 10%**

- Coordinate the County budget process in collaboration with the Budget Officer, Finance Director, and Executive Team to meet established goals and to assure the effective and proper use of budgeted funds.
- Create, track, and manage budgets for the Central Services Department and any assigned special projects. Provide budget support for the Veterans office.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

Knowledge: Thorough knowledge of principles, practices, and techniques of public administration. Knowledge of Oregon state laws regarding the functions, budgets, and administration of fiscal management, personnel management, contract management, grant management, building and construction management, fleet management, and budget preparation. Knowledge of data collection and research techniques. Knowledge of computerized systems, including internet, inventory, project management, spreadsheet, and word processing software.

Skills: Skill in analyzing problems, identifying alternative solutions, projecting consequences of proposed action, and implementing recommendations in support of goals.

Skill in use of computers and other technology to communicate in written and verbal forms, i.e., Word, texts, emails, spreadsheets, and department-specific software.

Strong skills in writing grants, preparing reports and policies, and creating, administering, and tracking grants and budgets.

Strong analytical and assessment skills. Strong human relations, interpersonal, negotiation, public speaking, and written and verbal communication skills.

High level skills in management principles and practices, including planning, organizing, directing, and decision making. Skill in departmental collaboration and development. Skill in supervising, leading, and

collaborating with staff. Skill in motivating staff to work effectively and directing workflow to promote the departments' mission. Skill in staff selection and interviewing techniques. This position requires skills not only in managing employees but also in relating to government officials, and business and corporate representatives.

Abilities: Able to make decisions independently in accordance with established policies and procedures. Able to use initiative and judgment in completing tasks and responsibilities. Able to communicate effectively in oral and written forms.

Able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write clear and concise reports, business correspondence, procedure manuals, contracts, and grant proposals.

Able to interpret policies, rules, and procedures in light of the particular circumstances at hand. Able to utilize problem identification and resolution techniques.

Able to meet and deal courteously and effectively with other employees; federal, state, and city representatives; contractors; vendors; advisory boards; community groups; and the public. Able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Able to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Able to establish and maintain records, reports, and statistical data.

Able to remain calm and use good judgment during confrontational or high-pressure situations that may arise. Able to supervise and direct the work of others to attain high quality work in an efficient manner.

**REQUIRED EDUCATION/EXPERIENCE:**

Seven years of progressively responsible experience in administrative, managerial or supervisory capacity which includes experience in budget preparation and management, personnel administration, and program administration and management. A Master's degree in public administration, business administration, or a related field may be substituted for two years of experience.

At time of appointment, must possess a valid Oregon driver's license, or be able to attain one within 6 months of hire, and maintain an acceptable driving record.

Must pass a pre-employment criminal history background investigation.

**SUPERVISORY RESPONSIBILITIES:**

Position has supervisory responsibilities for the BOC administrative and legal staff, Human Resources Department, Information Services Department, Facilities Department, and Veterans Department. Work is performed under the general direction of the BOC. The employee is expected to use judgment in interpreting, applying, and establishing policies and guidelines and recognizing issues that require higher-level review. This position receives broad guidance on goals and objectives and is expected to resolve organizational and technical problems independently. Routinely provides supervision to five direct reports. Work is reviewed periodically to ensure soundness of decisions and actions and achievement of organizational goals.

Guidelines are numerous and can require considerable interpretation and discretion in their application. The employee must make interpretations based on the particular circumstances at hand and the potential for significant public reaction.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in an office environment; work is generally sedentary; While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

By signing below, I acknowledge that I have read and understand the requirements outlined in this job description and confirm I am able to fulfill the requirements. I understand that if I have any questions, I can contact the Human Resources department.

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature: