



MULTNOMAH COUNTY
ANNOUNCES AN **UNCLASSIFIED** RECRUITMENT FOR

Deputy Chief Operating Officer for Public Safety Chair's Office

Salary: Negotiable
Recruitment No.: 9400-12

Open Until Filled
Initial Screening: February 25, 2008

THE POSITION:

The Multnomah County Chair's Office seeks a Deputy Chief Operating Officer for Public Safety with expertise in high-level public policy, public sector management, jail operations, budgeting and public safety to assist with the implementation of countywide public safety policies and initiatives. The successful candidate will have a solid and holistic understanding of the public safety system, including best practices. This position reports to the Chief Operating Officer (COO) who is an appointed official and key executive team member of the Chair's Office.

About the Area:

Multnomah County has been featured in several national publications as one of the most livable and desirable areas in the country. The County offers natural splendor and urban amenities alike. It is home to the scenic wonders of the Columbia River Gorge and the western slopes of picturesque Mt. Hood, as well as to the urban sophistication of Portland, Oregon's largest city. Portland is populated by friendly people and surrounded by breathtaking beauty. Its residents enjoy clean air and streets and are recognized for a long-standing commitment to the environment and protecting "quality of life". Arts thrive in Portland's culturally rich communities. Cultural attractions include theater, opera, ballet, symphony, concerts, festivals and many galleries and museums.

The County's population has grown substantially in recent years to 680,000. The population of the entire metro area is 2,100,000. More information about the Portland metro area is available at www.travelportland.com, and www.portlandalliance.com.

Multnomah County Governance and Workforce:

Multnomah County is governed by a Board of County Commissioners, consisting of non-partisan members elected from designated districts, and the Chair of the Board, who is elected at large. In addition to legislative leadership, the Chair also provides executive direction as the County's CEO. The Multnomah County workforce of about 4,500 regular employees provides a wide variety of community services through eight County departments including library services, social services, health clinics and regulatory health services, supervision/custody for juvenile and adult offenders, criminal prosecution, land use and transportation and law enforcement for unincorporated areas. Most employees belong to one of several bargaining units.

Purpose of Position:

This new position will support the Chair's commitment to well-managed and well-linked relationships throughout each area of County governance. While new in the organizational structure, many assignments and responsibilities of this position are currently handled through the COO and other designees. This position will drive policies that directly impact criminal justice agencies within the authority of the Board and Chair. The successful candidate will bring structured focus and continuous commitment to improved management, problem solving, linkage to public safety groups, auditor findings and implementation and overall improved results.

Examples of Duties:

- Manage major public safety cross-departmental and cross-jurisdictional projects on behalf of the COO. Specifically, oversee the implementation of commitments between the Chair's Office, the Sheriff (elected) and public safety departments that report directly to the Chair. Schedule regular reporting sessions with the Board and provide an independent assessment of progress. An example of a current commitment is one between the Chair and the Sheriff relating to Sheriff's Office personnel and internal service functions. The position will be responsible for developing processes and measurable standards to ensure the goals described in the agreement are met, providing regular reports and recommending to the Board any necessary adjustments or budgetary changes.
- Assist in the County's budget, program and policy review processes for public safety issues. Specifically, advise the Chair and Board of appropriate budgetary actions that should be taken to align and optimize public safety resources.
- In conjunction with Central Human Resources, convene regular meetings to address issues of mutual concern regarding labor contracts and personnel management.
- Convene meetings and ensure follow through on recommendations provided in audits and reviews of Multnomah County public safety services such as the Corrections Grand Jury and the Post Factor Study.
- Hold regular corrections management meetings with representatives of Department of Community Justice, the District Attorney's Office, state courts, Corrections Health, Multnomah County Emergency Management and the Sheriff's Office to address operational issues of mutual concern.
- Participate in the Public Safety Policy and Practice Forum on Public Safety. This will include review of standard measures of public safety health that involve all public safety organizations.
- Align budget, policy and operations relating to County public safety policy, including Corrections Health, Sheriff's Office services, Community Justice services, the District Attorney's Office and Emergency Management. Ensure cross-departmental public policy issues are effectively managed and resolved in a timely fashion.
- Work closely with department directors, elected officials and County managers on public safety and program operational issues. Oversee the implementation of priority items from the County's Public Safety Plan.
- Develop and maintain effective working relationships with the Board, their staff, elected officials, all County department managers and staff and cross-jurisdictional criminal justice organizations (Department of Corrections, police departments, etc.).

This is an unclassified, at-will position that serves at the pleasure of the County Chair. All qualified and interested candidates are encouraged to apply. The typical hiring range for this position is \$90K to \$110K plus comprehensive benefits, depending on qualifications. All inquiries will be held in strict confidence.

Multnomah County is actively recruiting persons from diverse backgrounds to enhance service delivery to our diverse community. Our commitment to exceptional customer service relies upon a team-oriented workplace and a continuous quality improvement environment.

Chair's Office:

The Chair's Office places a high value on teamwork, and desires its team members to be flexible and adaptable to a variety of job assignments. The team will provide leadership and facilitate policy implementation and oversee or actively assist with community events or issues sponsored by the Chair. The Chair's staff must communicate and model the values and policies of Multnomah County in the community and within the organization. All team members are expected to seek opportunities for personal and professional growth.

Ideal Candidate Profile:

The Deputy Chief Operating Officer for Public Safety will be an experienced leader in the area of public safety, with a sound understanding of the full range of issues and budgeting, program monitoring and public sector operations management best practices. More specifically, the ideal candidate will be:

- **A confident leader** who thinks systemically and has worked effectively as a change agent in a complex organization.
- **An excellent project manager**, able to balance competing values and political perspectives, develop timelines and implement actions.
- **An outstanding analytical thinker** with solid budget/financial, written and verbal communication skills.
- **An effective problem-solver and conflict-resolver** who is able to remain calm, flexible and creative under pressure.
- **A skilled public sector manager**, committed to results and able to empower others to take initiative.
- **An effective listener, team player, facilitator, and negotiator** with strong interpersonal skills.
- **A person of high integrity and honesty** who maintains a sense of humor during stressful and/or challenging times.

Experience:

- Significant, successful public safety policy-setting and demonstrated leadership experience in a senior level administrative or executive management position. Experience managing in and a general knowledge of the Oregon criminal justice system strongly desired. Jail operations experience desired.
- Experience should include interdepartmental/inter-jurisdictional collaboration to establish or recommend broad public safety-related policy.
- Candidates should have knowledge of relevant laws, rules and regulations that relate to managing a complex public entity.

Education:

- Possess a bachelor's or master's degree or equivalent from an accredited college or university in Business Administration, Public Administration, Criminal Justice or a similarly relevant field.

Please read the following information carefully, as failure to follow instructions may result in your disqualification.

THE APPLICATION PACKET:

Application packets will consist of the following:

1. A standard Multnomah County application or Applicant Information Form (attached).
2. Your résumé.
3. A letter of interest which explains why you want this position and why you are a qualified candidate. The letter should include salary requirements.

Note that this position is open until filled and may close at any time without notice. Applicants are encouraged to confirm receipt of application materials by contacting Amy Lippay via phone or email: (503) 988-5015 x24289; amy.lippay@co.multnomah.or.us.

THE SCREENING AND EVALUATION PROCESS:

The recruitment process will consist of an evaluation of each applicant's qualifications on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. Only **the most qualified candidates** will be scheduled for an interview and additional consideration.

This position is open until filled. Qualified candidates are encouraged to apply as soon as possible. This recruitment may close any time after the initial screening deadline without notice.

EQUAL OPPORTUNITY EMPLOYMENT:

Multnomah County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, physical or mental disability, political affiliations, sexual orientation, gender identity, source of income, familial status or any other nonmerit factor. Accommodations and/or assistance will be gladly provided for any applicant with sensory or nonsensory impairments, upon request, at the telephone numbers listed below.

WHERE TO APPLY

The standard Multnomah County application form and supplemental form, if applicable, are required and must be received in the Human Resources Office by 5:00 pm on the closing date, if shown. Applicants are encouraged to submit their application on-line at www.multcojobs.org, in person, or by mailing a self-addressed, stamped envelope (with 2 stamps), requesting the application materials. Application materials will **not** be sent or received by FAX or email.

On-line: www.multcojobs.org

In Person: Multnomah County Application Drop Off Center
1120 SW Fifth Avenue, 1st Floor Lobby, Portland, OR

Mailing Address: 501 SE Hawthorne Blvd., Suite 400, Portland, OR 97214

Questions about the application process for the hearing impaired: (503) 988-5170 TTY

For this process only, you may email required application materials to:
amy.lippay@co.multnomah.or.us

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Contact Name(s)/Phone(s): Amy Lippay; (503) 988-5015 x24289; amy.lippay@co.multnomah.or.us

Department: Chair's Office

Class Number/Title: 9400/Staff Assistant

Date: February 6, 2008



MULTNOMAH COUNTY OREGON
APPLICANT INFORMATION FORM

Multnomah County Human Resources
Mailing Address:
501 SE Hawthorne Blvd, Suite 400
Portland, OR 97214
503-988-5015
503-988-5170 TTY for the hearing impaired

Recruiter: Amy Lippay, 503-988-5015 x24289, amy.lippay@co.multnomah.or.us
Class Number/Title: 9400 / Deputy Chief Operating Officer

TYPE OR PRINT

Job Title: Deputy Chief Operating Officer for Public Safety

Exam No.: 9 4 0 0 1 2

Last Name: [Empty box]

First Name: [Empty box] Middle Initial: [Empty box]

Address: [Empty box]

City: [Empty box] State: [Empty box]

Postal Code: [Empty boxes]

Home Phone: ([Empty boxes]) [Empty boxes] - [Empty boxes]

Work Phone: ([Empty boxes]) [Empty boxes] - [Empty boxes] Extension: [Empty boxes]

Message Phone: ([Empty boxes]) [Empty boxes] - [Empty boxes]

My signature affirms that I release from liability any employer, person, or employee supplying reference information regarding my previous employment or me. I also release Multnomah County from all liability that may result from making any investigation of information provided in the application materials. All information on this application and contained on my resumé is true to the best of my knowledge. I understand that falsification or misrepresentation may result in disqualification or dismissal.

Signature: _____ Date: _____

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY PROGRAM DATA

[41 (CFR§60-2.22(4) and 60-2.23(2))]

The AA/EEO information provided is voluntary and will not be used in the hiring process.

1. Social Security #: [Empty boxes] Exam #: 9 4 0 0 1 2

2. Birth Date: Month [Empty boxes] Day [Empty boxes] Year [Empty boxes] 3. Sex: Male [] Female []

4. Ethnic Category: (check one) Black [] Hispanic [] White [] Native American [] Asian []

RECRUITING SURVEY

Please indicate how you found out about this employment opportunity. This information is not part of the applicant evaluation procedure, but will help us plan future recruitment efforts.

- County Website (www.multco.jobs.org)
Other website (specify)
The Oregonian
Other newspaper or publication (specify):
E-mail message
Referred by Multnomah County Employee
Other source (specify)