

# Lane Council of Governments Eugene, Oregon Executive Director



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## The Region/Community

Lane Council of Governments was established to meet the intergovernmental coordination needs of the Eugene-Springfield metropolitan area. Over time it broadened its scope of service and membership to include all of Lane County, Oregon.

Named in honor of Oregon's first territorial Governor, Joseph Lane, the County has a current population of approximately 352,000. Roughly the size of Connecticut, Lane County has over 4,600 square miles of territory extending from the Pacific Coast to the fertile Willamette Valley to the Cascades Range, and although almost 90% of the County is forested, it also contains the second largest urban area in Oregon, centered around Eugene and Springfield with populations of approximately 156,000 and 58,000 respectively. From majestic Pacific Ocean beaches to the lush valleys of the Cascade Mountains, Lane County's forests, valleys, wetlands, beaches, and urban communities offer something for everyone. An impressive array of arts, cultural resources and performance venues are available throughout the area as well as numerous cultural and sporting events, golf courses, cycling and jogging/running routes. In addition rural areas offer vineyards, covered bridges, historic features and forests.

The timber industry is still the largest industry, with a number of manufacturing concerns that produce primary, secondary and value-added wood products. Efforts to diversify the regional economy have resulted in several expansions in high tech manufacturing and software development, RV Manufacturing, health care, life technology, recreation and environmental technology-related fields. The region is also home to a world-class regional medical center, technology-oriented manufacturing, transportation manufacturing, wood products processing and manufacturing, as well as an important and substantial cadre of small and medium sized businesses.

The region is also the home of the University of Oregon, an exceptional academic and athletic university, and the University of Oregon "Ducks" (multiple sports teams of the University including Football, Track & Field, Basketball, Baseball and other sports). It is also known as the "running capital of the world," and will host the U.S. Olympic Trails for the fifth time this June. The region also includes Lane Community College and many other fine public and private Colleges/Universities and schools including sixteen K-12 school districts.

## The Lane Council of Governments

The Lane Council of Governments is an independent, voluntary public agency that is established and supported by member agencies/organizations to coordinate and provide high quality public services within Lane County, Oregon. The Lane Council of Governments (LCOG) is a one of the oldest councils of governments in the nation, formed earlier as

the Central Lane County Planning Commission in 1945. While nationally, a single county council of governments is somewhat unusual, Lane County is a State designated administrative region.

LCOG is presently comprised of twenty nine (29) member governments and agencies including Lane County; twelve cities (Coburg, Cottage Grove, Creswell, Dunes City, Eugene, Florence, Junction City, Lowell, Oakridge, Springfield, Veneta, and Westfir); Lane Community College, five School Districts (Springfield, Eugene, Bethel, McKenzie and the Lane Education Service District); two Park and Recreation organizations; two Library Districts; the Emerald People's Utility District; the Eugene Water & Electric Board; the Lane Transit District; Siuslaw Valley Fire and Rescue; Western Lane Ambulance District; and the Port of Siuslaw.

The governing body of LCOG is its Board of Directors, and includes local elected officials designated to represent their member governments/jurisdictions. The Lane Council of Governments is governed by Charter that is endorsed by all member governments and Bylaws approved by the Board of Directors.

The Board provides policy direction and selects and appoints an Executive Director who serves at the pleasure of the Board. The Board also selects an eight-member Executive Committee from the full Board. The Board adopts plans, policies and position statements on behalf of the region; annually adopt a budget that sets forth fiscal expectations and limitations for a 12 month period and a work program, prescribing the activities of the Lane Council of Governments; and establishes and charges advisory committees or councils to assist in the performance of work program tasks. The Board appoints Policy Committees, Technical Advisory Committees, Citizens Advisory Committees, and as mentioned an Executive Committee to assist in the oversight of the agency.

LCOG has an unusually diverse portfolio of programs, a 2011-2012 budget of approximately \$34 million, and a professional staff of 224. LCOG's main office is in downtown Eugene, and the agency also maintains branch offices for Senior & Disabled Services in the cities of Cottage Grove and Florence. In addition, agency personnel are stationed in smaller communities throughout the county to provide Senior Nutrition Program and Senior Connections Program services.

## The Executive Director and Program Services

Under the LCOG Charter and Bylaws, the Executive Director serves as the agency's Chief Administrative Officer with responsibilities for the preparation and presentation to the Board of an annual proposed Work Program and Budget, the execution of the tasks prescribed in the adopted Work Program and Budget, the appointment and removal of all staff, and the administration of all of the agency's business.





While the internal organizational structure of LCOG is generally flexible, its current arrangement/structure has been developed around three primary divisions: Government Services, Senior & Disabled Services, and Administrative Services. In addition, the budget provides for “enterprise funds” that account for the agency’s business finance activities and the management of its three agency-owned office buildings.

The Government Services Division includes regional (multi-jurisdictional) work and assistance to individual governments, both within and outside of Lane County. Functions and specialty services include planning, transportation (TMA-MPO), economic development (EDD), natural resources, community safety, legal services, the regional GIS/RLID system, regional technology services coordination, regional telecommunications, Metro Television, information research and analysis, and creative services.

LCOG provides an extensive array of social services through its Senior and Disabled Services Division. It has been designated an Area Agency on Aging and therefore, under Oregon State law, manages long-term care services under the state-federal Medicaid program. The Senior & Disabled Services Division utilizes public and private resources to provide coordinated services to seniors and the adult physically disabled within Lane County. Specific functions and specialty services include Medicaid and Food Stamp programs, eligibility determinations, case management, licensing and monitoring of adult foster homes, the Home Care Worker program, Adult Protective Services, quality assurance, Federal Older Americans Act programs, information assistance (Adult and Disabled Resource Connection), group dining and home-delivered meals, care coordination, family caregiver support, and Oregon Project Independence supported programs.

The Administrative Services Division provides administrative and clerical support, financial and budget services, human resources, information (IT) services and the management of enterprise funds, which include business loans and LCOG owned real estate.

The LCOG Board sets policy and looks to the Executive Director to execute that policy and provide professional feedback, input and advice. The Executive Director also provides leadership and direction to LCOG staff to meet the goals and objectives of the Board. The successful candidate will have strong team building, leadership, financial/budgeting, communication and public relations skills, as well as the ability to work well with the twenty nine member organizations, their elected representatives and the community.

In general, the Executive Director is responsible for planning, directing, organizing and controlling the activities of LCOG through Division Directors and other key management staff. The management team reporting directly to the Executive Director includes the Administration & Business Services /Associate Director, the Government Services Director, and the Senior & Disabled Services Director.

Typical duties and responsibilities of the position include:

- Serves as Chief Administrative Officer and directs and supervises the administration of all departments, offices and services directly or through designated managers/staff
- Directs and executes the policies and programs of the organization

- Advises the Board of Directors and negotiates and executes contractual agreements on behalf of the organization
- Attends LCOG Board and Committee meetings as requested and takes an active role in providing facilitation, information and recommendations
- Works closely with the Board and Executive Committee and the Metropolitan Planning Committee to ensure that the policy decisions are implemented efficiently and assists the LCOG Board in establishing goal priorities, strategies and timelines
- Works effectively with both staff and policy makers of stakeholder organizations in a way that is seen as helpful to stakeholders in order to help them with their policy decisions
- Directs the preparation of and submits to the Board a proposed annual budget and work program and directs ongoing financial and budget analysis including recommending appropriate action to ensure financial stability
- Oversees personnel policies, and with support from Human Resources administers labor relations, reviews any and all disciplinary actions prior to appeal or arbitration process, and assesses staffing levels and effectiveness
- Ensures equal opportunity, fairness and consistency in the expenditure of public monies and in all recruitment, selection, hiring, and promotions, and selects, directs and evaluates key department/division heads and other management staff
- Coordinates LCOG activities with other governmental and outside organizations, individually or by the assignment of staff, and works with community groups regarding community affairs and interests in LCOG and member services to strengthen neighborhoods, improve quality of life, regional services and infrastructure, and respond to the diverse needs of the Lane County community
- Approves the advancement of the organization’s technology capabilities to increase operational effectiveness, cost savings, and access to reliable and timely information
- Promotes the LCOG and Board’s mission through continuous quality improvement, best practices, good staff training and support, and clear communications
- Assumes other duties and responsibilities as assigned

## The Candidate

### Education and Experience

- Possession of a four-year college or university undergraduate degree with major course work in public administration, business administration, finance, or a closely related field, supplemented by graduate courses specializing in public management (a Master’s Degree is preferred)
- Eight years of experience in executive or administrative positions with a minimum of five years of strong management preferably as a

Chief Administrative Officer, Managing Director, Executive Director, County/City/Town/Village Manager, Assistant/Deputy Manager or similar level executive management position

## **Knowledge, Skills and Abilities**

The successful candidate should have strong leadership, communication, and interpersonal skills as well as solid presentation and organizational abilities. This person should also have demonstrated knowledge and skills in:

- The principles and practices of public administration
- A hands-on understanding of city/county government or other organizations such as education, public utilities, special districts, public safety, or organizations of similar complexity
- Current and best public management practices including finance, human resources, labor negotiation, planning, economic development, community relations, organization management, and communications
- Budget preparation and control, and leveraging resources for maximum efficiency
- The ability to develop and sustain strong networks with local, state and national leaders

In addition, he/she should be able to:

- Work effectively in an environment with diverse ethnicity and interests
- Establish and maintain effective working relationships with a wide variety of people, including members of the public, staff and colleagues, elected and appointed officials in local, national and international venues
- Be an innovative leader who will enhance the current mission and services of LCOG

## **Management Style and Personal Traits**

The successful candidate will be someone who enjoys a challenge, is articulate, and a strong yet inclusive leader. She/he should also be credible with staff and the community, be politically astute, approachable, and comfortable in a diverse, complex organization, as well as interact well with Board members, colleagues, a broad range of stakeholders and community in a professional and collegial manner.

The person should be forward thinking, a good strategic planner who is people-friendly, communicates well verbally and in written form, and is comfortable in expressing his or her opinion and providing professional advice when needed. He/she should be confident, “street smart” and self-assured with good comprehension of financial and operational management, a strong customer service orientation, and a comfort level with public speaking and acting as the “face and voice” within the local government community of member jurisdictions and the broader public and private sector communities of interest in which LCOG interacts.

The selected individual must also have a high degree of integrity, be a good listener, be facilitative, believe in the mission and goals of good government and quality public services, as well as transparency in government. She/he should be open and flexible, be firm when needed, able to lead, direct, and delegate effectively, seek innovation and champion good ideas. He/She should also be a strong decision maker, negotiator and consensus/team builder.

Finally, the person selected should truly enjoy the complexities of local/community government. She/he should be an advocate for quality service and accountability, not be risk averse, provide good follow-through, build strong relationships/partnerships and be able to approach challenges and situations with professionalism, confidence, flexibility, energy and a positive outlook.

## **Compensation**

The salary range for this position is currently under review. The most recent Executive Director, who is retiring after 31 years, has a compensation package of about \$132,000. The LCOG will offer a competitive base compensation and fringe benefits package. Details will be available soon.

Relocation assistance may be available to the selected candidate.

## **How to Apply**

If you are interested in this outstanding opportunity, please submit a detailed resume as soon as possible to:

Robert Neher, President or  
Lawrence Davenport, Ed.D, Executive Vice President or  
Rahn Sibley, Vice President

### **Neher & Associates**

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Suite 100  
West Sacramento, CA 95691

Telephone: 916) 443-2421  
Facsimile: (916) 443-5949

Applications are preferred electronically at:

**[robertneher@executivesearchneher.com](mailto:robertneher@executivesearchneher.com)**

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above. **The position will be open until filled;** however, it is advisable to apply as early as possible. Leading candidate applications will likely be reviewed with LCOG in mid March, 2012.

***Lane Council of Governments is an Equal Opportunity/ADA Employer; female, minority and disabled candidates are encouraged to apply.***

