

DOUGLAS COUNTY OREGON

MISSION

To provide the best public government possible for the residents and visitors of Douglas County.
To accomplish this, we have made a commitment to excellence by improving the security, health and quality of life for the people of Douglas County.

➤ APPLICATION PROCESS (Please Read)

Interest in County employment can be indicated by submitting a completed County employment application containing an original signature. Resumes may be submitted with the completed job application, however, we do not accept resumes in lieu of the education and training, and employment history requested on the employment application.

➤ RECRUITMENT & SELECTION PROCESS

Applications and other required supplemental materials should be received in Human Resources by the closing date as specified on the job announcement. Faxed/emailed applications will be accepted; however, the original signed application must also be submitted to Human Resources before the job announcement closes. DO NOT write "See Resume" anywhere on your employment application materials. **We do not accept resumes in lieu of the employment history requested on the application. Complete ALL sections of the employment application and answer all questions.**

- INITIAL SCREENING:** Applications that are complete and which appear to meet minimum experience/education requirements as posted on the announcement will be forwarded to the recruiting department. If you are an armed forces veteran requesting preference in hiring, you must complete the Veterans Preference in Public Employment Form and attach supporting evidence of your eligibility for preference, consistent with the form's instructions.
- EXAMINATION:** If applicable to position, a special examination may be required.
- INTERVIEW:** Based on further screening including possible examination department managers will determine the candidates to interview.
- NOTIFICATION OF SELECTION:** Candidates who are interviewed will be notified by mail of the selection results.
- ACCOMMODATION:** Douglas County provides reasonable job-related accommodation for disabled persons.

➤ BENEFITS SUMMARY

If this position qualifies for such benefits, choices of medical, vision, dental, and life insurance programs for employee and family are available. After meeting specific pre-defined service criteria, employer provides eligible employees Public Employees Retirement System (PERS/OPSRP) for retirement benefits, progressive leave accrual system of 12 paid vacation days, 12 paid sick days, 1 floating holiday, and 9 paid holidays per year for regular, full-time employees; free, confidential employee assistance service for personal or work-related problems; free parking, and credit union eligibility. Other options such as supplemental life, accidental death and dismemberment, cancer/ICU disability insurance, deferred compensation, long-term disability, short-term disability, Section 125 Flexible Spending Account are available. Employees budgeted 20 hours per week or more receive pro-rated benefits. Questions regarding benefits and their availability should be directed to Douglas County Human Resources, Courthouse, 1036 SE Douglas Ave., Room 322, Roseburg, OR 97470 or (541) 440-4405.

➤ ABOUT THE COUNTY

ORGANIZATIONAL BACKGROUND: Douglas County is a public government system governed by a three-member Board of Commissioners. Each Board member is elected to a four-year term and is responsible for adopting a County budget, establishing policy, and overseeing the operation of County departments. The organization consists of elected officials, staff departments, and appointed officials. Through a workforce totaling over 700 employees, Douglas County provides a full array of services to the public. County services are conducted through these departments: ELECTED OFFICIALS: Assessment and Taxation, County Clerk, District Attorney, Justice of the Peace (4), Sheriff, Surveyor, Treasurer; STAFF: County Counsel, Finance, Human Resources; APPOINTED: Building, Commission on Children and Families, Information Technology, Emergency Communications 911, Fair, Fleet Services, Health and Social Services, Juvenile, Land, Library, Museum, Facilities and Parks, Planning, Public Works, and Salmon Harbor. For more info, visit our website: <http://www.co.douglas.or.us>

LOCATION: Douglas County is a unique place! Located in southwest Oregon, we are the fifth largest county in the state and ranks ninth in population with a census of over 105,395. Established in 1852, Douglas County contains 5,071 square miles of rugged land, including forests, rolling pastures, 12 incorporated cities and small rural communities. The County seat of Roseburg, located in the middle of the county, is the largest city with a population of 21,355. Extending from the Pacific Ocean to the peaks of the Cascade Mountains, Douglas County offers much diversity within its boundaries.

RECREATION: Douglas County is a recreational wonderland which includes over 60 public parks, miles of navigable rivers with public boat ramps, mountain lakes and streams, excellent fishing, ocean beaches, hiking and biking trails, picnicking, rafting, golfing and many other leisure sports and activities. Major natural attractions include: Crater Lake National Park, Diamond Lake, Mt. Thielsen, Umpqua River and the Oregon Dunes National Recreation Area. Other points of interest: Galesville Dam, mining, museums, Oakland Historic District, Salmon Harbor Marina, theater and arts, Umpqua Lighthouse, vineyards and wineries, and Wildlife Safari. Annual events are: Douglas County Fair, Music in the Park, theater productions, Umpqua Valley Arts Festival, weekly auto racing and numerous activities.

CLIMATE: Average rainfall in the Roseburg area is 35 inches, which feeds the many rivers and streams that are major spawning grounds for salmon and steelhead. Average temperatures run from 34° in January to 84° in July.

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DOUGLAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER