

Washoe County, Nv.
Attention: Human Resources

September 15, 2025

Dear Hiring Executive,

Please accept my resume and consider my application for the position of County Manager. Once you explore my education and experience, I believe you will see that I have the qualifications required for your position. My undergraduate degree is in business with a human resources management focus and my master's degree is in Public Administration. In addition, I have 19 years of experience in government administration with my current employer and good private sector experience in the medical field. I am confident that my experience and personal qualities will enable me to hit the ground running. More importantly, I realize that this position is about service to our citizens and stewardship of the public's trust. This approach allows me to break down barriers, build cooperative relationships and create systems and operational procedures that enable efficient accomplishment of the tasks at hand.

My work with the Malcolm Baldrige National Quality Award as an Examiner, then as a Senior Examiner has exposed me to many different organizational models and philosophies. Currently, I lead the county strategic planning efforts for Wasco County. This process entails three components of work. At the team level we focus on professional development and continuous learning. This includes senior staff learning and implementing current management best practices and concepts. The second step is validating Vision, Mission and Values. The last step is action planning, which includes forecasting for both short- and long-term timeframes. It is through this process that we build strong teams and good business practices. Organizational culture is the last leg of the stool and one of the most important elements to a successful business, yet it is one of the least focused on elements in an organization. Incorporating culture with strategic planning and fiscal management leads to a successful organization. It is through these techniques that I think I can bring the next generation of leadership to Washoe County.

My varied experience includes facilities management, fair and park oversight, information services and human resources management. My human resource background and experience enables me to provide comprehensive, executive level human resource management support in a field that is constantly changing and relatively difficult to administer. I have dealt with both citizen led initiatives and non-profit partnerships to accomplish the public's needs. I have a unique ability to see the big picture from several different perspectives allowing me to cross departmental barriers and focus on results. My budget and management oversight resulted in managing our General Fund budget from a 1.2m deficit to having more than 17m in reserves all while paying down our pension liability. I regularly participate in State and National associations including lobbying efforts to further the goals and needs of our County.

I believe that I am a great candidate for the County Manager position, and I hope you will consider me in the next step of your process.

Sincerely,

Tyler Stone

TYLER B.D. STONE



SUMMARY OF SKILLS AND PERSONAL STRENGTHS:

- Leadership and management in large complex organizations... Finance, budgeting, cost control and reduction, cost analysis... Strategic direction and performance, Vision, Mission, Values development and adherence... Goal setting and adherence... Labor Relations, Public Relations and Media relationships... Strategic alliance development and contract negotiation... Government relations, legal and regulatory experience... Marketing and branding of services... Complex problem solving experience... Team building and performance improvement using the Baldrige National Quality Program guidelines.
- Supervisory experience/team builder... recruit, interview, train and supervise senior leadership, employees and volunteers... trained in employment and management/program analysis... employee benefits... Computer literate: Microsoft office, HRIS, Network administration, Software implementation and project planning.
- Strong time management and organizational skills... set priorities... accepts responsibility... adaptable and flexible... team player... strong leader... insightful... Enthusiastic and energetic... personable... positive attitude... professional... challenge seeker.
- Strategic Partner... Ability to manage both operational and organizational functions. Baldrige National Quality Award - Senior Examiner... Led organizations through intense cultural and strategic change. Effectively broke down silos within organizations to achieve strategic results. Identify and lead organizations toward a single vision while engaging others in the process.

DEMONSTRATED QUALITIES & CHARACTER:

- Self-starter with a strong focus on critical deadlines and timely results.
- Leader who gets results by using considered judgments, and applying experience to current problems and situations.
- Addresses risk management concerns promptly and with a solution oriented perspective
- Focuses on the end goal by promoting the benefits of teamwork to achieve success.
- Takes decisive action when necessary and moves decisions forward.
- Communicates with others effectively even in difficult or challenging situations.
- Encourages participative management techniques at all levels of the organization while still moving the organization toward the objective.
- Continually considers ways to improve processes and efficiency and encourages staff members to do the same.

EMPLOYMENT HIGHLIGHTS:

Wasco County, The Dalles, OR 2007 to present

Notable Accomplishments

Stepped in and rescued and reorganized the local mental health organization when they were withing three months of going out of business. Organizational training program developed and instituted. Compensation philosophy and plan implemented to initiate market-based pay and pay equity across job classifications which resulted in significant staff retention and the desired cultural change for the organization. Centralized financial reporting and information services instituted in an organization that was highly compartmentalized. Expanded Information Services to be a regional provider serving partner agencies and leveraging economies of scale for knowledge and service. Veteran Services and Volunteer programs created resulting in million-dollar annual increases in compensation and pension benefits to our local veterans. Budgeting process instituted to streamline budgeting process and encourage organizational budgeting rather than departmental budgeting. Resulted in significant increases in reserves, expense reductions, and better financial management. Instituted strategic planning for the organization down to the department level. Negotiated several partnerships with other organizations to enhance the provision of statutory services. Worked with all levels of government from members of Congress all the way down to local leaders to accomplish goals and alleviate challenges within government agencies.

Chief Administrative Officer

Responsible for the overall operations of Wasco County including 25 separate and distinct business units that operate within the purview of Wasco County; many of which are run by elected officials with statutory operational control.

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Responsible for a 100m budget including a standalone fiber optic business. I work in an environment where elected officials have statutory authority over the operations of the department which demands collaboration and teamwork to achieve organizational results. Regularly deal with politics and the balancing nature of the needs of the organization vs. the political will of the entity. Work for an elected Board of three County Commissioners. Moved the County from having a 1.2m budgeted deficit to having over 17 million dollars in reserves all while adding staff and capacity and paying off the unfunded actuarial liability of our retirement plan. Work to effectively design structures, processes, procedures to best provide services to our citizens. Regularly work with partner agencies and political subdivisions to leverage capacity for providing services. Examples include Jail services, mental health services, and community enhancement projects. Negotiate with many entities on setting up shared service partnerships including the State, other municipalities, and private entities. Negotiated Enterprise Zone Agreements and Strategic Investment Plans with many local business including several Google datacenters worth over 1.5 billion dollars. Regularly track and participate in lobbying efforts at the local, state and federal levels. Deal with politicians at the State and Federal level from both sides of the isle to accomplish County needs. Worked with State partners to secure grants of 20m to address the mental health needs of our community to include residential substance use disorder treatment and crisis services. Currently working on fire recovery efforts for Oregon's second worst fire in its history with 56 residents losing homes, water systems, and sanitary sewer infrastructure.

Director of Administrative Services

Responsible for the overall operations of the Administrative Services Division including Facilities, Information Technology, full service Human Resources and benefit administration, Veteran Services, County Fair, Museum and Safety and Training. Transitioned the County from a County Court to a County Commission. Was responsible for providing full service Human Resources, Benefits administration, Compensation, Safety, Training, union negotiations, and labor dispute resolution. Facilities responsibilities included capital enhancements, repair and maintenance of several facilities throughout Wasco County with a staff of five. Preventative Maintenance and Capital replacement plan development. Emergency maintenance and response. Compensation plan development and implementation in a highly unionized environment.

MINOR AND JAMES MEDICAL, Seattle, WA 2006 to 2007

Director of Process Improvement

Oncology / Infusion Practice Manager

Responsible for organizational process improvement efforts using the Baldrige National Quality Award approach. Oversee and participate on Process Improvement Teams that are targeted toward specific outcomes. Direct organizational safety and training programs including medical continuing education requirements, required safety and OSHA training initiatives, and employee health programs. Manage the Oncology and Infusion medical practices. Oversee daily patient care standards, staffing, and safety. Responsible for purchasing and managing a drug inventory in excess of \$200K per month including financial analysis of drug utilization and reimbursements.

BEND MEMORIAL CLINIC, Bend, OR 2003-2006

Human Resources Director 2004-2006

Human Resources Manager 2003-2004

Responsible for rebuilding the human resource functions for a 500 employee multi-specialty medical clinic; expected to take decisive action and move decisions forward using moderately assertive leadership. Participate as part of the strategic planning group with direct responsibilities for corporate culture and branding. Participated in developing the organization's first strategic and business plans. Implemented the organization's first HRIS system including: payroll, HR, attendance, benefits, training and recruiting. Built programs around compensation, performance management, and selection and placement. Baldrige Examiner and clinic expert in quality improvement. Reduced workers compensations claims by 50% and medical dollars from \$200k to \$25K through awareness programs, accident investigation, and increased participation in a culture of safety.

TEUFEL NURSERY, INC., Portland, OR 1996-2003

Human Resources Director:

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Responsible for the efficient, streamlined operation of the Human Resources Department. This Department is responsible for servicing 460 employees consisting of 285 regular and 175 migrant employees at 4 locations in two states. Operations included 500 acres of production nursery, large scale commercial golf and landscape construction, and a 300 person seasonal greens manufacturing business. Responsibilities include: HRIS management, Worker Compensation, Recruitment and Selection, Safety/Risk Management, Affirmative Action Administration, Benefit Administration, and Fleet Management. Extensive people management skills that include: hiring, document verification, training, disciplining, employee problem analysis, performance reviews, progressive counseling, benefit administration, payroll maintenance, employment verification, litigation, and Federal and State compliance. Skilled in selecting and implementing technology into the core HR functions of an organization. Extensive experience with safety and workers compensation that includes: Risk management, claims management, litigation, early return to work programs, data analysis, State and Federal compliance, and drug testing. Implemented first Affirmative Action Plan for the organization and completed a successful audit by the OFCCP. Reduced the safety experience rating to a level that was 30% below the industry average.

MAY COMPANY / MEIER & FRANK, Portland, OR 1994-1996

Human Resources/ Executive Assistant: (1994-1995)

Assistant Human Resources Manager: (1995-1996) Responsibilities at Clackamas Town Center store included recruiting, interviewing, hiring decisions...staffing on a daily and weekly basis for 350 associates, including 50 direct reports...training and development for new hires – POS and Friendliness...employee problem analysis and resolution... write and administer performance reviews...progressive counseling for poor performers and attendance situations...benefit administration...payroll maintenance...HRIS maintenance...employment verification...customer service...special projects: Paragon hiring database, United Way fund raiser, Warehouse and 15 hour sale staffing.

PROFESSIONAL AFFILIATIONS (past and present): City County Insurance Services (Board of Trustees, past Chair), National Association of County Administrators, Oregon Chapter of the National Association of County Administrators (Past Chair), Association of Oregon Counties (Past Board Position), National Association of Counties, Society for Human Resources Management, Portland Human Resource Management Association, Human Resource Association of Central Oregon, Medical Group Management Association, American Society of Healthcare HR.

EDUCATION:

Malcom Baldrige National Quality Award – Board of Examiners – Senior Examiner 2004, 2005, 2006

Portland State University- Executive Master of Public Administration

Pacific Lutheran University – Double Major: Bachelor of Arts Science, Bachelor of Business Administration

Lancaster University, Lancaster, England – Business and Personnel Administration- Foreign Exchange