

AGREEMENT NO. 25-123

**AT-WILL EMPLOYMENT AGREEMENT
CANYON COUNTY CHIEF OPERATING OFFICER FY 2026**

THIS AGREEMENT is made and entered into this 19th day of September 2025, by and between Canyon County, a duly formed and existing county pursuant to the laws and constitution of the state of Idaho (“County”), and Greg A. Rast (“Employee”), an individual.

WHEREAS, County wishes to employ Employee as Canyon County Chief Operating Officer; and

WHEREAS, Employee wishes to accept appointment to the position of Canyon County Chief Operating Officer subject to the terms, conditions and provisions of this Agreement; and

WHEREAS, County and Employee believe that an employment agreement negotiated between the County and the Employee can be mutually beneficial to the County, Employee, and the residents they serve; and

NOW, THEREFORE, the County and Employee, for and in consideration of the terms, conditions and provisions herein established have agreed, and do hereby agree as follows:

I. Term

1.1 Term. The term of this agreement shall be for fiscal year 2026 beginning on the date this agreement is fully signed, and ending on September 30, 2026, provided however, that the term of the Agreement shall be subject to earlier termination as provided herein.

1.2 Renewal. The County may, with the consent and approval of Employee, renew this Agreement for additional one (1) year terms.

II. Duties

2.1 Chief Operating Officer. The duties and responsibilities of the Chief Operating Officer shall be as set forth in the Job Description attached hereto as Exhibit A. Further, Employee shall comply with state and federal law, County ordinances and all County policies, rules and regulations as they may now exist or may hereinafter be amended. All duties assigned to the Chief Operating Officer shall be appropriate and consistent with the professional role and responsibility of the Chief Operating Officer position.

2.2 Employee's day to day activities will be provided in the course of regular formal or informal meetings between the Board of Canyon County Commissioners and Employee. All directives and assignments added to Employee's work shall require the consent of two (2) County Commissioners.

III. Resignation and Termination

3.1 Employee may resign at any time with or without cause and agrees to give County at least thirty (30) days advance written notice of the effective date of his resignation unless the parties mutually agree otherwise.

3.2 County may terminate Employee at any time.

3.3 County may elect not to renew this Agreement for another Term, in which case County shall provide Employee with thirty (30) day advance written notice of the intent not to renew the Agreement.

3.4 The parties recognize and affirm that Employee is an "at-will" employee whose employment may be terminated by the County without cause. All the terms and conditions of employment governing the parties are contained in this Agreement and the Canyon County Employee Handbook (Personnel Manual).

IV. Salary

4.1 Effective October 1, 2025, County agrees to pay Employee an annual base salary of \$157,123.00 thereafter for his services. All payments to Employee shall be payable in installments at the same time and in the same manner as other employees of the County are paid and subject to the usual and customary withholding.

V. Supplemental Benefits

5.1 The County shall pay on behalf of employee required retirement contributions to PERSI.

5.2 Employee shall be entitled to health, vision and dental insurance benefits afforded other County employees.

5.3 Employee shall be entitled to the usual and customary benefits enjoyed by County employees.

5.4 Employee shall receive vacation and sick leave at accrual rates consistent with County policy for his years of service.

5.5 County shall pay Employee to attend continuing education seminars, events or conferences for the purpose of professional development, when the event has been pre-approved by a Board majority. County also agrees to pay for travel expenses for attendance.

5.6 Commissioners agree to provide Employee with regular feedback on performance and work-related issues.

5.7 County agrees to provide Employee with a GPS tracked vehicle, required insurance, maintenance and fuel. Vehicle is assigned to the Office of the Board of County Commissioners, used both by Commissioners and Employee. Employee agrees to pay any applicable taxable commute benefit on the use of the County vehicle on a quarterly basis.

5.8 Unless otherwise specified herein, all benefits provisions adopted by the County as they apply to County employees shall apply to Employee as well.

VI. Severance

6.1 Employee serves at the pleasure of the Board of Canyon County Commissioners, and his employment may be terminated by County at any time. Termination of Employee's employment shall not require any showing of cause or justification, nor shall Employee be entitled to any internal administrative appeal process should his employment be terminated by the County.

6.2 In the event of Employee's involuntary termination for any reason other than his resignation, death, disability, breach of this Agreement or conviction of any felony or any criminal offense involving moral turpitude, Employee shall be paid severance pay as provided in paragraph 6.6.

6.3 In the event County does not intend to renew the Agreement at the end of the term, resulting in termination of Employee's employment upon expiration of the Agreement, County shall pay Employee severance pay as provided in paragraph 6.6.

6.4 In accordance with County policy, Employee shall be entitled to receive all compensation earned for actual work performed and accrued vacation time as of the date of termination.

6.5 If Employee accepts severance pay as provided in paragraph 6.6, Employee hereby waives any claims or causes of action against County, its employees, agents, officers, Board of County Commissioners arising out of his employment with the County, or the termination thereof.

6.6 In payment of severance, County agrees to pay Employee a cash payment equal to nine (9) months of salary. Said cash payment may be paid, at the election of the Employee, in 1) lump sum payable (60) days after termination; or 2) in two (2) equal monthly installments. The

payment will be processed in accordance with regular payroll timelines and processes to include all required and appropriate taxes, withholdings and any other usual additions or deductions. In addition to severance, County agrees to provide Employee with payment of a monetary amount sufficient to purchase nine (9) months of COBRA coverage for himself and covered dependents. Payment of sum for COBRA premium will be made to Employee within thirty (30) days of separating employment from County. All payments related to this section will release County from further obligations under the Agreement.

6.7 In the event Employee accepts another position within the County or any outside PERSI contributing organization within forty-five (45) days of termination from this position, County is not obligated to pay Employee severance as provided in paragraph 6.6.

VII. Notices

Any notices required by this Agreement shall be in writing and either given in person or by first class mail with the postage prepaid and addresses as follows:

To County: Canyon County Human Resources
111 N 11th Ave., Suite #140
Caldwell, Idaho 83605

To Employee: Greg Rast
1115 Albany
Caldwell, ID 83605

VIII. Entire Agreement

This Agreement is the final expression of the complete agreement of the parties with respect to the matters specified herein and supersedes all prior oral and written understandings and agreements, and, except as prescribed herein, this Agreement cannot be modified except by mutual agreement signed by the parties.

IX. No Assignment and No Third-Party Beneficiaries

This Agreement is not assignable by either County or Employee. Nothing in this Agreement shall be construed to create and parties do not intend to create any rights in third parties.

X. Severability, Applicable Law and Interpretation

In the event that any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of this Agreement shall remain in full force and effect unless the parties found to be void are wholly inseparable from the remaining portion of this Agreement. Any dispute concerning this Agreement shall be governed by the laws of the State of Idaho. This Agreement shall be construed under the laws of the State of Idaho in effect at the time of the signing of this Agreement. The parties agree to the jurisdiction of the Third Judicial District Court in Canyon County, Idaho.

XI. Indemnification

In accordance with and subject to the Idaho Tort Claims Act, County shall defend and indemnify Employee as it would any other County employee.


IN WITNESS WHEREOF, the parties have hereunto executed this Agreement to be effective as herein provided.

DATED this 19th day of September, 2025.

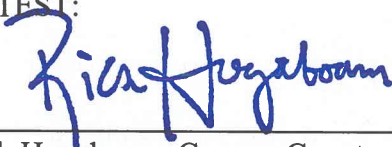

Board of Canyon County Commissioners

By: 
Leslie Van Beek, District 1 Commissioner

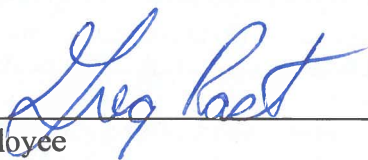
By: 
Brad Holton, District 2 Commissioner

By: 
Zach Brooks, District 3 Commissioner

ATTEST:


Rick Hogaboam, Canyon County Clerk

J Ross, Deputy Clerk

DATED this 19th day of September 2025.


Employee



Chief Operating Officer

Department: Board of County Commissioners

FLSA Status: Exempt

Job Summary

The Chief Operating Officer reports directly to the Board of County Commissioners (BOCC). This highly motivated Executive Team member, with an understanding of local, state, and national government, will be instrumental in the development of County policy and procedures to positively promote the organization. This position will act as liaison between Board Department Administrators and the BOCC, assisting with budgets, efforts, project prioritization workflow and organizational leadership to embrace the motto of TRUST (Trust, Respect, Unify, Service, Teamwork). This person functions within the County and in conjunction with the cities and state leadership with a high level of professionalism based on substantial knowledge of the principles and practices of public administration, public policy and public relations.

BOCC Responsibilities and Duties

- Informs BOCC on a variety of County issues and assists in the development of County policies, procedures, and practices;
- Serves as a liaison to see that the requirements of state law, county ordinances and the policies of the BOCC are carried out;
- Coordinates BOCC initiatives to create ethical, open, and transparent government operations;
- Briefs the BOCC on matters of concern and secures information required for proper action;
- Provides advice and assistance to the BOCC on County service delivery to improve efficiency;
- Provides guidance to the BOCC regarding BOCC department leadership and professional development in coordination with Human Resources;
- Supports the BOCC in developing and supporting annual professional development plans for department administrators through mentorship, performance evaluations, and identification of development opportunities;
- Assures implementation of programs developed and initiated by the BOCC, involving employees and citizens as needed to measure effectiveness of such programs;
- Performs related functions as required and assigned by the BOCC.

Leadership and Management

- Under direction of the BOCC, oversees, organizes, and improves County operations;
- Represents Canyon County at meetings with other governmental units, agencies, commissions and associations as directed
- Develops and maintains strong cooperative working relationships with department heads, elected officials, and staff to support continuity and accomplishment of County goals and objectives;
- Supports department administrators on day-to-day issues, special projects, and urgent matters to assist in solution development;
- Supports elected officials and their offices as needed or upon request on issues, special projects, and urgent matters to assist in solution;
- Oversees and encourages cross departmental project management and leverages strengths to take advantage of opportunities and/or to address County challenges;
- Partners with Human Resources to oversee the recruitment and hiring of department administrators, and key roles under the BOCC;

Information Technology Oversight:

- Acts as Interim Chief Information Officer until a full-time position is hired for fiscal year 2026. Directly supervises the Deputy Chief Information Officer.
- Oversee and supervise all IT operations, budget and functions.
- Performs as a technical advisor to the Sheriff's Office for 911 ETS services to fulfill MOU requirements.

Policy Design and Implementation

- Conduct research to understand the challenges, needs, and priorities of the county government.
- Design and draft policy proposals, frameworks, and recommendations based on research and analysis.
- Ensure alignment of policy recommendations with county strategic goals, legal requirements, and community needs.
- Reviews proposed policies to advise the BOCC regarding such proposals.

Budget and Financial Management

- Assists departments with the submission of annual budget and monitors budget performance of the departments under the BOCC;
- Assists the Clerk and the Board of County Commissioners to create a schedule in establishing a fiscal County budget.

Strategic Planning

- Assists the BOCC in developing a vision and implementing County goals and strategic objectives to promote long term planning;
- Works with departments and offices to develop strategic plans aligned with County's vision;
- Works with Prosecuting Attorney' s Staff to facilitate the rendition of legal advice, contract review and negotiation and general guidance to the BOCC;

Knowledge of:

- Knowledge of the role of County government;
- Knowledge of the laws, ordinances, and regulations relating to County government;
- Knowledge of effective principles of management, employee supervision, and planning
- Knowledge of effective employee supervision and motivation;
- Knowledge of personal computers and various Microsoft Office products;

Ability to:

- Ability to establish and maintain effective working relationships with a diverse population including coworkers, department administrators, elected officials and the public;
- Ability to interpret policies and procedures and explain complex information to others;
- Ability to communicate effectively verbally and in writing and exercise tact and discretion;
- Ability to mediate disputes, deescalate issues, and affect change;
- Ability to maintain confidentiality of sensitive employee issues and records;
- Ability to conduct research, prepare reports, performance analysis and produce accurate and timely information;
- Ability to effectively lead and manage others;
- Ability to communicate effectively both verbally and in writing and exercise tact and discretion.

Special Qualifications

- Must successfully complete a background check or be eligible for a waiver through the National Crime Information Center (NCIC);
- May be required to attend evening meetings and work beyond normal business hours as needed;
- Must possess and maintain a valid driver's license.

Education and Experience

- Bachelor's Degree in public administration, political science, business administration or related field required;
- Master's degree in public administration, political science, business administration or related field preferred;
- A minimum of ten (10) years' direct work experience in government or with governmental agencies preferred;
- Experience in demonstrating strong verbal and written communication skills in a leadership role, including the ability to effectively convey information through presentations to individuals, small groups, and large audiences, including elected officials;
- Experience performing the analysis and management of budget and finance programs and the coordination of varied programs, services and activities;
- Experience in working effectively with minimal supervision, under pressure, within time constraints and using good public relations skills with elected officials, staff and the public is required.

Essential Physical Abilities

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks, may be sitting for up to 8 hours at a time
- Ability to lift 25 lbs.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the primary job responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. The Board of County Commissioners has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.

Sincerely,



Chief Operating Officer
Canyon County | Board of County Commissioners
Greg.Rast@canyoncounty.id.gov | 208-454-6604

