

Agenda

**County Administrator Search Committee
Jefferson County Courthouse
320 S Main St, Room 112
Jefferson, WI 53549**

February 4, 2013 @ 8:30 a.m.

Committee Members: Paul Babcock, James Braughler, Richard Jones, Rick Kuhlman, James Mode, John Molinaro, Donald Reese, Amy Rinard, Pamela Rogers

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen Comments
6. Approve Minutes from January 30, 2013 meeting
7. Communications
8. Discussion with Springsted Incorporated and possible action to proceed with the County Administrator Search, including but not limited to developing the position profile for the County Administrator
9. Set next meeting date and agenda
10. Adjournment

Next scheduled meeting: To Be Determined

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**January 30, 2013
County Administrator Search Committee**

1. **Call to Order**
Meeting was called to order by Supervisor Molinaro at 8:04 a.m.
2. **Roll Call**
Administration and Rules Committee Members
Members present: Paul Babcock, James Braughler, Richard Jones, Rick Kuhlman, James Mode, John Molinaro, Donald Reese and Amy Rinard. Pamela Rogers – Excused.

Others Present: Gary Petre – County Administrator; Tammie Jaeger – Administrative Assistant – Confidential; Terri Palm-Kostroski – Human Resources Director; Steve Grabow – UW Extension Education; Supervisor Walt Christensen.
3. **Certification of compliance with Open Meeting Law Requirements**
Gary Petre certified compliance with the open meeting law.
4. **Review of Agenda**
5. **Election of Committee Chair, Vice Chair, and Secretary**
Supervisor Reese nominated John Molinaro for Chairman; Second by Supervisor Kuhlman. (Ayes – All) Motion Carried.
Supervisor Babcock nominated Jim Mode for Vice Chairman; Second by Supervisor Reese. (Ayes – All) Motion Carried.
Supervisor Molinaro nominated Jim Braughler for Secretary; Second by Supervisor Reese. (Ayes – All) Motion Carried.
6. **Public Comment**
Steve Grabow discussed how department heads and other staff may have a role in the County Administrator selection process.
7. **Communications** None
8. **Status report from staff regarding the Request for Proposal and selection process for an Executive Search Firm**
Terri Palm explained what steps have been taken in the selection process so far. A Request for Proposal was put together and 9 responses were received. Committee members were provided with a website link to all 9 proposals. Terri Palm and Gary Petre reviewed the proposals and ranked the firms individually. A copy of that ranking was provided to Committee members. They were in agreement that Springsted Incorporated and Public Administration Associates, LLC should be recommended as the two firms to be interviewed by the Committee.
9. **Convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(e), discussion and consideration of competitive proposals and negotiations**
Motion made by Supervisor Mode; Second by Supervisor Kuhlman to convene in closed session pursuant to §19.85 (1)(e) discussion and consideration of competitive proposals and negotiations. (Roll Call Vote was taken - Ayes-All) Motion Carried.
 - a. **Review of proposals for an executive search firm and selection method**
 - b. **Interviews with potential firms to conduct an executive search for the position of County Administrator**
 - i. **Springsted Incorporated**
 - ii. **Public Administration Associates, LLC**

10. **Reconvene into open session for discussion and selection of a final candidate to conduct an executive search for the County Administrator position**

Motion made by Supervisor Rinard; Second by Supervisor Mode to reconvene in open session at 9:55 a.m.

The Committee discussed both firms. The Committee members and staff agreed that Springsted Incorporated would be the better firm to conduct the executive search for the County Administrator.

Supervisor Christensen suggested that Phil Ristow be appointed as the new County Administrator, without going through a competitive recruitment process.

Motion made by Supervisor Kuhlman; Second by Supervisor Braughler to select Springsted Incorporated to conduct the search for the County Administrator. (Ayes – All) Motion Carried.

11. **Tentative Future Agenda Items and Meeting Dates**

The next meeting will be held on February 4th at 8:30 a.m. in Room 112

- Approval of January 30, 2013 County Administrator Search Committee meeting minutes
- Discussion with Springsted consultants about the position profile, job description and job announcement

12. **Adjourn**

Motion made by Supervisor Reese; Second by Supervisor Mode to adjourn at 10:28 a.m. (Ayes-All) Motion Carried.

JEFFERSON COUNTY, WISCONSIN

COUNTY ADMINISTRATOR

I. QUALIFICATIONS

Listed below are various factors that might be desirable in the next County Administrator. Your input on the relevancy and importance of these factors is desired.

1. Educational requirements
 - a. Master's Degree or Bachelor's Degree
2. Previous experience in local government
 - a. Number of years desired and in what types of roles
 - b. Previous experience as a city manager or county administrator
 - c. Other related roles that can be substituted
3. Budgeting and financial
4. Strategic and visionary
5. Community and economic development
6. Public safety
7. Public works and infrastructure
8. Human services and public health
9. Personnel and human resources
10. Strategy and leadership
11. Public and community relations
12. Organizational development
13. Management and operational
14. Collaborative and intergovernmental
15. Legislation and lobbying
16. Policy analysis and program evaluation
17. Technology
18. Other...

II. ISSUES FACING THE COUNTY

Please identify the issues and/or challenges currently facing the County. What are the long term issues that will need to be addressed within the next five years?

If different than above, what will be the top immediate priorities of the new County Administrator?

Are there any issues, concerns and/or considerations need to be factored into the recruitment and hiring of the new administrator?

III. LEADERSHIP QUALITIES

Describe the specific leadership characteristics you desire in a County Administrator.

Describe what you don't want in your next County Administrator.

IV. RECRUITMENT PROCESS

What geographic region do you want to focus your recruitment on?

Do you know of any candidates that should be recruited or asked to apply for this position? Are there any internal candidates?

What distinctive qualities does the County have that will be attractive to potential applicants?

V. FINAL THOUGHTS AND SUGGESTIONS

What final thoughts, suggestions and ideas do you have as the search begins?

VI. OUTLINE THE ROLE OF THE SEARCH COMMITTEE

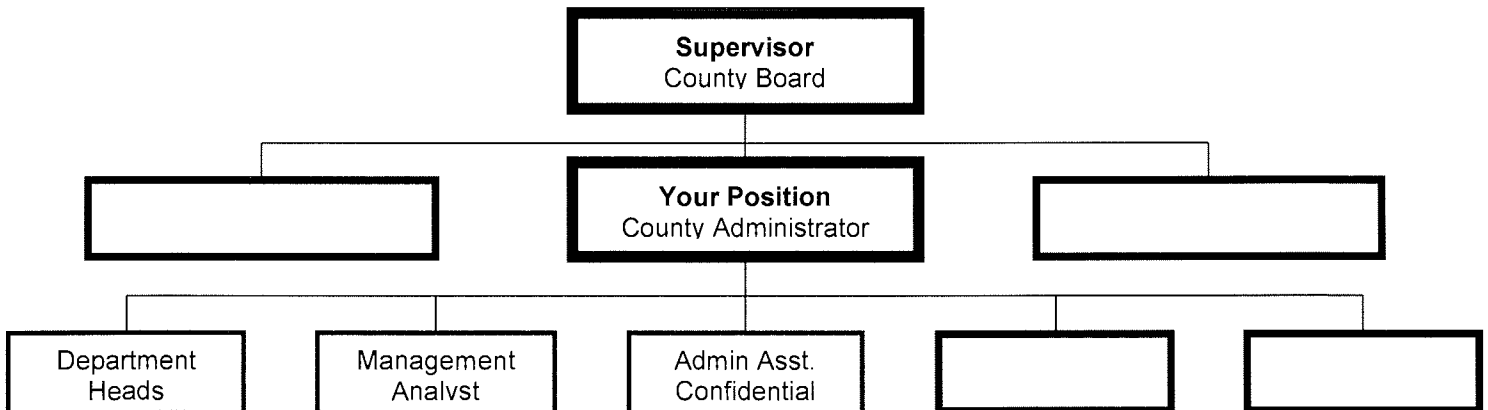
Jefferson County
Job Description Questionnaire (JDQ)

Name: Gary R. Petre	Date: July 6, 2012
Title: County Administrator	Department: Administration
Work Location: Courthouse - Room 111	Phone: 920-674-7101
Immediate Supervisor: County Board	Supervisor's Title: Administration & Rules Committee

TIME EMPLOYED IN CURRENT JOB TITLE: in years and months	6 Years 8 Months
TIME EMPLOYED IN CURRENT DEPARTMENT: in years and months	6 Years 8 Months
TOTAL EMPLOYMENT WITH YOUR ORGANIZATION: in years and months	6 Years 8 Months
WORK HOURS (Start/Finish): M-F 8:00 a.m. - 4:30 p.m.	
FULL TIME: X	REGULAR PART-TIME (%):
OTHER	

OUTLINE OF ORGANIZATION CHART

Using the chart below, please fill in the job titles of (1) your immediate supervisor, (2) the jobs of employees you work with who also report to your supervisor and (3) the jobs of any employees you supervise. (If you prefer, attach a printed chart with the same information.)



I. POSITION SUMMARY

Briefly state why your position exists and what you consider its most important impact on the organization.

This position was created by County Board action (Resolution No. 78) in October, 1969 and amended by Resolution No. 12 in April 1970. This resolution was adopted pursuant to § 59.18 Wisconsin Statutes to provide full-time administrative support to the County Board. This position provides general administrative direction for all departments of Jefferson County corporate government.

II. ESSENTIAL ACCOUNTABILITIES

Please identify the essential accountabilities of your position, which should be the most important responsibilities of the job. Then explain how the outcomes could be measured. Indicate the approximate percentage of time spent annually on those activities.

% of Time Spent	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
30	Develop and submit the annual budget to the County Board.	The annual County budget is prepared timely and accurately in accordance with procedures, guidelines and goals.
5	Prepare, plan and recommend policy and program changes for the County Board's consideration.	Recommended policy and program changes are presented in an organized and understandable format.
5	Review and recommend changes to County staffing levels.	Staffing levels are periodically reviewed and recommended changes are presented clearly to the appropriate County Board committees/boards.
5	Prepare the monthly County Board agenda and packet, including writing or review of ordinances, resolutions and reports.	Agendas and packet materials are prepared timely and accurately.
5	Administer and oversee the County's purchasing policies and procedures.	Purchasing policies and procedures are kept current; made available to County departments and monitored for compliance.
15	Appoint Department Heads, subject to County Board confirmation and supervise and evaluate their performance.	Appointments are made and submitted for confirmation on a timely basis, based upon a thorough recruitment process producing the best qualified candidate.
5	Appoint members to various Boards and Commission, subject to County Board confirmation	Appointments are made and submitted for confirmation on a timely basis, based upon the best qualified candidate.
5	Signs and approves County documents as authorized or directed by the County Board.	Official documents are properly signed and executed on a timely basis, based upon statutory authority or County Board authorization.
5	Represent the County's interests when working with other governmental units or other individuals/business working with the County.	Ensure that the County's best interests are maintained when representing the County during work with other entities.
5	Stay current on State and Federal laws as they affect the County.	Utilize electronic and print media and professional organizations to keep current with State and Federal laws as they may affect County operations and finances.
5	Serve as the County's chief labor negotiator.	Represent the County in labor contract negotiations; disputes; employee grievances; and with labor union(s) representing County employees.
10	Approve the appointment and termination of all personnel in County positions.	Review and approve all appointments and terminations that are recommended by County department heads.

III. FORMAL PREPARATION / EXPERIENCE

Please answer the following based on the most representative combination of formal preparation and relevant experience to qualify for position.

1. **Formal preparation (or equivalent) to qualify for the position. (Indicate your preparation level, too.)**
Minimum of a bachelor's degree in public administration; business administration or related field required.
I have a Bachelor's degree in business Administration, with a major in Finance.
2. **Relevant experience required to qualify for the position. (Indicate your relevant experience, as well.)**
Minimum of five years of government administrative management experience required.
I have 20 years of government administrative management experience.
3. **Note any other training which is desirable for the position. (Indicate additional training, which you have.)**
None
4. **Please indicate additional education, experience or training that is desired for the position.**
Masters degree in public administration; business administration; or related field is desired. Major areas of study in public administration; political science; finance; or accounting is preferred. Ten years of government administrative management experience desired.
5. **Please indicate your education, experience, etc. that you have.**
Bachelors degree in Business Administration; major in Finance. Twenty years of government administrative management experience.

IV. JUDGMENTS MADE

Please identify what you believe are the most important judgment you make in performing jobs.

EXAMPLES OF JUDGMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGMENTS	WHAT IS THE IMPACT OF THESE JUDGMENTS'
Hiring and termination of employees.	Decision made with input from the HR Director and Corporation Counsel.	All department hiring and termination decisions are reviewed.
Recommending the annual County budget.	County Board and its Finance Committee.	All department budgets are impacted.
Appointment of Department Heads	Appointments are confirmed by the County Board.	Department operations and line and management staff. County Board committees and boards.

V. PROBLEM SOLVING

Please identify the typical types of problems you solve on a regular basis in performing your job. Also include information on who else may be involved in helping with problem resolution.

TYPE/EXAMPLE OF PROBLEMS YOU SOLVE	INDIVIDUALS INVOLVED IN SOLVING PROBLEM
Interpreting and explaining County policies and procedures to County Board members, Department Heads and employees.	Corporation Counsel and Human Resources Director
Responding to questions from Department Heads about budget guidelines and procedures.	Finance Director
Reviewing department head requests for approval of personnel actions, including filling of vacant positions; creations and elimination of positions; and disciplinary actions.	Human Resources Director and if needed, the Corporation Counsel.

VI. SUPERVISION / MANAGEMENT	
Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".	
Responsibility for others:	
a.	Number of People: 19
b.	Their Position Titles: Department Heads (17) Administrative Asst-Confidential (1); Management Analyst (1)
c. Which, if any, of the following do you perform?:	
1.	Directly Supervise? X
2.	Train / Instruct? X
3.	Give Work Direction? X
4.	Do Project Management? X
5.	Conduct Performance Reviews? X
6.	Discipline? X
7.	Hire? X
d. Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability:	
Courthouse and MIS facilities County Courthouse vehicle County credit card PC laptop and tablet Administration department budget of \$230,000 Administration department office equipment	

VII. WORK RELATIONSHIPS	
Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.	
Typical Work Relationships	Purpose of Relationship
Internal	
Department Heads	To supervise and monitor performance; resolve operational issues; and provide administrative support.
County Board Members	To provide administrative support and respond to inquiries regarding County policies, procedures and operations.
Boards, Committees, Commissions	To ensure that policy issues are being addressed and information about department operations is shared.
External	
Consultants	To select and monitor the work of certain professional service consultants who perform work for the County.
Government Officials	To represent the County in maintaining professional working relationships with officials from other governmental entities at the Federal, State and Local levels.

VIII. WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS		
98% Inside (sheltered)	% Noise	5% Travel Required
2% Outside Work	% Fumes, Odor	% Temperature extremes
% Hazards	% Other (note)	
Are there any unusual requirements for your position? NO		
If yes, please explain:		

IX. UNUSUAL / UNIQUE MENTAL REQUIREMENTS
Does your position require any unusual or unique mental requirements?
<ul style="list-style-type: none"> • I usually need to respond to requests that have not been scheduled, resulting in multi-tasking workload or reassigning priorities. • I am frequently asked to respond to questions during public meetings, without the ability of having time to research and prepare a response. • The responsibility for appointing department heads, whose positions have significant impact on department staff and operations, is not taken lightly. • Making the decision to terminate someone's employment, especially during a tight economy, is never easy. The impact on an individual's livelihood and family is a major concern.

X. ADDITIONAL DATA/NOTABLE INFORMATION
Please identify any other information, which would help someone else understand your position more clearly:
The position of County Administrator is rather unique in that there are only 23 other positions like it in the State of Wisconsin. This position, because of its wide span of responsibility and authority, is involved in every administrative issue having County-wide impact. The County Board relies on this position to carry-out County policy and ensure that county operations are performing efficiently and meeting the needs of County residents.

XI. SUPERVISOR'S REMARKS

TYPE IN YOUR NAME(S) AND EMAIL TO SUPERVISOR/DEPARTMENT HEAD. REMEMBER TO SAVE A COPY!

EMPLOYEE SIGNATURE: Gary R. Petre	DATE: 7-6-12
SUPERVISOR SIGNATURE:	DATE:
DEPARTMENT HEAD SIGNATURE: Gary R. Petre	DATE: 7-6-12
HUMAN RESOURCES DIRECTOR SIGNATURE:	
I have reviewed this JDQ and it appears complete. I Would comment, though, that most dept heads are stating 5-7 years is necessary, so I would recommend that this be the minimum for the County Administrator position, and could justify 7+ years.	
Terri M Palm	
7/30/12	

Yellow Medicine County, Minnesota County Administrator Position Profile

Demographics:

Entity	Yellow Medicine County
Population	10,307
Position	County Administrator
Salary Range	\$68,542 - \$98,485 DOQ



Yellow Medicine County, Minnesota

[Yellow Medicine County](#) (population 10,307) is located in west central Minnesota approximately 168 miles west of Minneapolis/ St. Paul, 141 miles southwest of St. Cloud and 50 miles southeast of Watertown, South Dakota. The County is nestled in between the Minnesota River Valley on the east and the Coteau des Prairies on the west. Shaped like a hammer Yellow Medicine County is 758 square miles in size. It is 54 miles from east to west and varies in length from 12 miles on the west end to 21 miles on the east end of the county. The County's eastern border angles with the Minnesota River along Chippewa and Renville Counties. Yellow Medicine County has nine cities and 21 townships. The Upper Sioux Community is located in the eastern end of the County. Yellow Medicine County was created on March 6, 1871. Prior to 1849, Yellow Medicine County was under federal jurisdiction and was officially known as a part of Wisconsin Territory.

Granite Falls (population 2,864), bordering the Minnesota River, is the county seat and is the County's largest community.



YELLOW MEDICINE COUNTY VISION

"In 20 years we envision for the County: All residents working together, using the County's resources, to create a safe, pleasant, healthy environment to live in that has a rural, small town atmosphere and quality of life for all ages and all people by preserving the environment; providing opportunities to learn and grow; supporting young families; and encouraging people to attain their dreams."

April 2006



Education & Healthcare

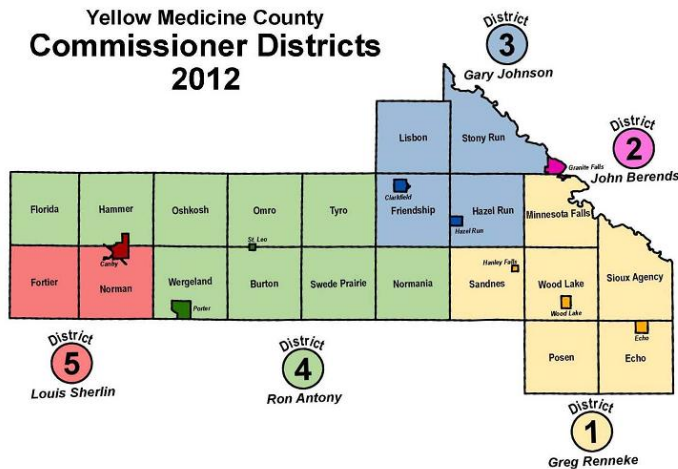
Yellow Medicine County is primarily served by six independent school districts: Canby (Independent School District #891), Dawson Boyd (Independent School District #378), Yellow Medicine East (Independent School District #2190), Lakeview (Independent School District #2167), Minneota (Independent School District #414) and Montevideo (Independent School District #129). Minnesota West Community and Technical College provides additional education opportunities.

Area hospitals/clinics serving Yellow Medicine County include Granite Falls Municipal Hospital and Manor, a Level IV trauma and Comprehensive Advanced Life Support (CALS) designated hospital and Sanford Medical Center located in Canby. Other independent area services/facilities provide out-patient surgery, chiropractic, dentistry, optical, home healthcare, assisted living and nursing homes.

Recreation

Yellow Medicine County provides citizens and tourists an opportunity to pursue a variety of recreational activities. The County has numerous lakes, rivers, golf courses and parks which provide opportunities for swimming, fishing, hiking, camping and other outdoor activities. The County Fair is held annually in the City of Canby, Minnesota.

County Services



Yellow Medicine County is served by five County Commissioners elected from five individual districts within the County and is the policy making body of county government. The County employs approximately 120 full- and part-time employees and has a 2013 Budget of \$16.7 million. Yellow Medicine is a full service county providing a wide-range of important functions including, but not limited

to: Attorney, Countryside Public Health, Court Administration, Emergency Management, Family Services, Finance & Administration, Highway Department, Information Technology, Parks, Planning & Zoning, Property & Public Services, Restorative Justice, Sheriff's Office, Soil and Water Conservation, University of Minnesota Extension, Veteran's Services, YM County Museums, YM County Fair and 6W Community Corrections.



Yellow Medicine County recently purchased a new building and is in the process of working with a construction management group and architect firm to

develop plans to remodel the new building. The Commissioner's Board room, County Administrator, Finance & Administration Department and Property & Public Services Department will be moving to the new building when it is completed. The tentative date to be moved into the new building is August of 2013.

Projects and Activities

Yellow Medicine County is involved in many projects and activities. Samples of projects that will involve the new County Administrator include the following:

Facility Improvements and Capital Projects – manage facility changes, and assessment of future needs including an immediate office space relocation to a downtown location and the remodel and relocation of staff in the courthouse.

Succession Planning – lead an initiative to develop a succession plan that combines employee retention and recruitment with replacing long-term county staff that may retire over the next few years.

Collaborations and Shared Services – participate in discussions that help to frame and shape the long term priorities of the county; identifying options and delivery system models that involve cooperation with other public sector agencies including cities and neighboring counties.

Human Resources – evaluate the workplace culture and maintain the strengths and assets of the workplace and introduce ideas that enhance and improve employee morale and engagement.

Day to Day Operations – provide leadership and support to the daily operations of the county. Work closely with all staff; provide direction, advice and guidance on policy, operations and financial affairs.

County Administrator Position

The County Administrator performs complex professional and administrative work directing the programs, operations and financial activities of the County government. The Administrator plans, directs and coordinates the overall administrative and financial operations and serves as chief administrative officer ensuring proper operations, staffing, budgeting and fiscal management. The Administrator advises and assists the Board of Commissioners on operations and governance, and related work as assigned and delegated. Work involves setting policies and goals under the direction of the County Board. The Administrator establishes and maintains effective working relationships with other County officials, employees, civic and community groups and with the public. The Administrator has wide latitude for independent judgment and decision-making under broad policy guidance and direction from the County Board.



County Administrator Qualifications

Requires a Bachelor's degree in public administration or related field and extensive experience working in local government administration with increasing responsibilities, or equivalent combination of education and experience. Master's degree is preferred.

Comprehensive knowledge of the principles and practices of public administration, working knowledge of local government finance practices including budgeting, cash management, investments and internal controls; thorough

knowledge of the laws, ordinances and regulations underlying county government; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of a decentralized workforce; ability to establish and maintain effective working relationships with department heads, elected officials and the general public.

Essential Functions

- Directs day to day operations of the County, including the supervision of appointed department heads and administrative and financial personnel; assists departments with resolution of issues.
- Manages the County's human resources functions and personnel issues; represents the County in labor negotiations and disputes.
- Directs the County's financial activities including payroll, cash management, investments, accounting, financial statement development and internal controls.
- Manages the County's employee benefit programs.
- Attends meetings of the Board of Commissioners, Labor Management Committee, Finance Committee and related bodies.
- Prepares and distributes agenda and minutes of the County Board.
- Coordinates the County's budget process; recommends budget and fiscal policy to the Board of Commissioners.
- Develops and recommends policies to the Board of Commissioners in consultation with the County Attorney on legal matters.
- Represents the County at meetings, conference, seminars and with the news media.



Professional Opportunities

Strategic Vision

Leads the County in developing a long term strategic plan balancing short term goals with financial and staff resources.

Consensus Builder

Manages department heads and work closely with elected officials. Ability to work with others and build consensus on important goals, projects and County priorities.

Project Management

Ability to organize, plan and implement facility projects with a strong capacity to balance capital needs with available financial and staff resources.

Develop the Team

Builds camaraderie, personal and professional development through a continuous improvement culture. Sets an example with strong listening skills and a focus on teamwork.

Effective Communicator

Actively communicates with the County Board and staff. Values open and honest feedback. Shares information willingly in a timely manner.

Effective Liaison

Works with the Board and staff to produce outcomes and results that balance policy and operational needs. Acts as a liaison and “go-between” with the staff and Board.

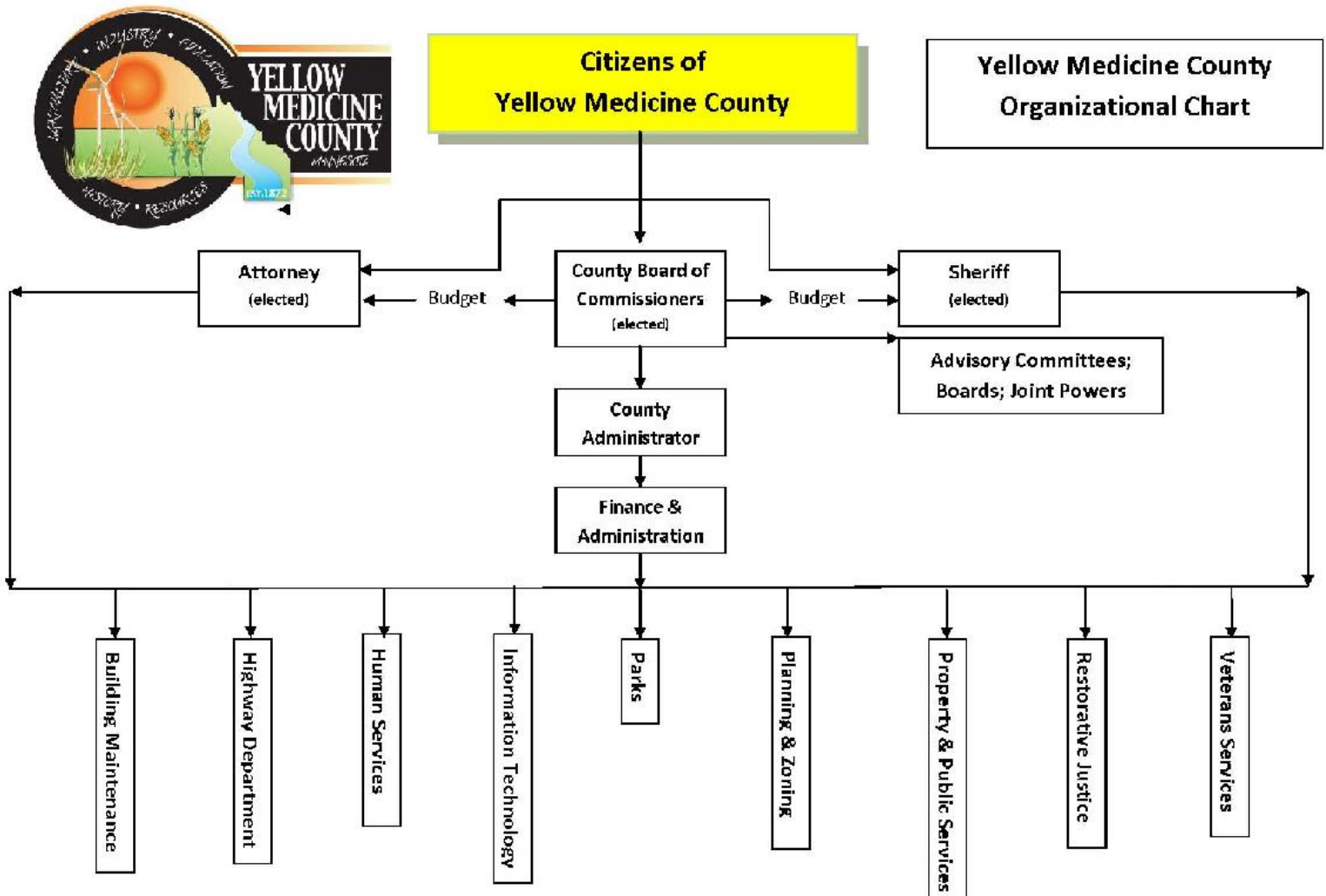
Servant Leader

Earns trust, credibility, and has strong interpersonal skills. Is approachable and accessible, cares about the county and employees and sets a positive customer service example.

Community Engagement

Actively involved and engaged in the community. Volunteers and participates in community wide functions and activities.

Organizational Chart



Compensation and Benefits

Salary range from \$68,542 – \$98,485; starting salary negotiable, depending on qualifications and experience.

Application and Selection Process

To apply, submit a resume, salary history, and four work-related references to yellowmedicine@springsted.com or to David Unmacht, Senior Vice President, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, MN 55101. For more information, call (651) 223-3047. The position is open until filled. Review of resumes will begin on February 25, 2013.

For more information on [Yellow Medicine County](#) visit their website.

Yellow Medicine County is an Equal Opportunity Employer



Family Services



Sheriff's Department



Highway Department



County Attorney



Administration



Planning and Zoning



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com



Is recruiting for the position of

CITY MANAGER

Background Information on the City

The City of Burnsville, Minnesota (Population 60,306) is located 15 miles south of downtown Minneapolis in Dakota County. The City lies on the south bank of the Minnesota River, upstream from the confluence with the Mississippi River. Burnsville and nearby suburbs form the southern portion of Minneapolis–Saint Paul, the fifteenth largest metropolitan area in the United States, with about 3.6 million residents.

Burnsville's biggest employer is its own school district, Independent School District 191, followed by Fairview Ridges Hospital, United Technologies/Sensors and Integrated Systems, Northern Tool + Equipment, Pepsi-Cola Bottling, YRC, Mackin Educational Resources, Cub Foods, Frontier Communications and AMS Holding.

There is plenty of retail shopping available at Burnsville Center, a 1,275,703-square-foot regional mall which, along with satellite shopping, facilities rival the Mall of America in retail square footage.

Burnsville has a 15–30 minute commute vicinity to many regional attractions and services such as the Mall of America, Valleyfair Amusement Park, Buck Hill Ski Area, the Minneapolis–St. Paul International Airport, downtown Saint Paul and downtown Minneapolis. Adjacent cities of Apple Valley, Bloomington, Lakeville, and Savage provide even more nearby shopping hubs, lakes and parks.

The City is a recreational attraction with over 1,700 acres of City parks including Alimagnet Dog Park, a section of Murphy-Hanrehan Park Reserve and the 310-foot vertical ski peak Buck Hill. Minnesota River wildlife is protected by the Minnesota Valley National Wildlife Refuge.

Burnsville has nearly completed a downtown area called the Heart of the City with urban-style retail and condominiums. The Burnsville Transit Station serves as the hub and headquarters of the Minnesota Valley Transit Authority, providing regional bus service to five other suburbs.

Originally a rural Irish farming community, Burnsville became the tenth largest Minnesota city in the 2000 Census following the construction of Interstate 35. Currently the sixth largest suburb in the metro area and a bedroom community of both Minneapolis and Saint Paul, the City was nearly fully built-out by the late 2000's.



About the Organization



The City Council is composed of a Mayor and four Council members elected at large to staggered four-year terms. The City Council has policy making and legislative authority and appoints the City Manager who is charged with the administration of City affairs. The City Manager is the sole employee of the City Council. The current organizational configuration is non-traditional and seeks to emphasize the relationship of work groups while de-emphasizing hierarchy. The City places a high priority on employee and citizen involvement. The organizational arrangement illustrated below is fluid and can change at

the discretion of the City Manager. This current structure is the result of a gradual evolution over the life of the City and will evolve as the needs of the community change.

The City Manager directly supervises the Director of Administrative Services/CFO, Public Works Director, Community Development Director, Director of Parks, Recreation and Natural Resources, Police Chief, Fire Chief and Human Resources Director.



About the Organization, *continued*



The City has 271 full- and part-time employees, a 2012 Budget of approximately \$79.8 million and an Aaa Bond Rating from Moody's Investors Service. City departments consist of Administration, Building Inspections, City Clerk, Communications, Community Services, Economic Development, Finance, Fire, Forestry/Community Landscape, Human Resources, Information Technology, Natural Resources, Parks, Planning, Police, Public Works/Engineering, Recreation & Facilities, Rental Licensing & Property Maintenance.

The City of Burnsville has a full-time career Fire Department with 39 fire personnel that provide both fire and EMS services and a Police Department with 75 sworn personnel. Dispatch services are provided by the Dakota Communications Center (DCC) which operates as a Public Safety Answering Point (PSAP) for all public safety agencies in Dakota County.



Education & Health Care



Fairview Ridges Hospital is a 24-hour facility, touting the most advanced emergency, surgery, orthopedic and childcare south of the Minnesota river. The hospital is within The Ridges campus which includes various medical clinics, services, centers and institutes. Nearby is a Park Nicollet Health Services.

The City of Burnsville is served primarily by the [Burnsville-Eagan-Savage School District](#) (ISD 191), which has a 2010/2011 approximate K-12 enrollment of 9,770. The District consists of one high school, one alternative high school, three junior high schools, ten elementary schools and five magnet school/programs. A portion of the City on the south end is served by [ISD 194](#) (Lakeville Area Public Schools) and [ISD 196](#) (Rosemount-Apple Valley-Eagan Public Schools).



City Manager Position

The City Manager is appointed by and reports to the City Council. The City Manager plans and directs the administration of City functions as delegated by the Optional Plan B form of government pursuant to Minnesota law. The Manager is responsible to the City Council to ensure efficient and effective municipal services in accordance with City Council directives. The City Manager operates with considerable discretion in administrative functions and in implementing policies of the Council. The City Manager is responsible for effective recommendations in areas of policies, staffing, budgeting, operations and in all other areas under the direction of the City Council. The City Manager will exhibit qualities and characteristics which are represented of the Core Values below.



Position Requirements



A Bachelors degree in public administration, business or a related field is required. A Masters degree is preferred. Must possess seven to ten years experience in a high-level management position. Municipal experience preferred. Must have a thorough knowledge of the principles and practices of public administration as well as a highly functional understanding of the diverse and distinct responsibilities and functions of local government. Experience in financial management, development/redevelopment, strategic planning, building partnerships, community engagement and municipal collaborations desired.

Core Values



City of Burnsville

Core Values

- **Respect** - for individuals and ideas, recognizing that every contribution is important.
- **Innovation** - always looking for new ideas and new ways to solve problems and create opportunities to continually enrich our community.
- **Results-Oriented** - intently focused on getting the right things done and getting them done right.
- **Collaboration** - encouraging participation through listening, dialogue and teamwork.
- **Accountable** - taking responsibility for actions and decisions.
- **Forward Thinking** - looking beyond the immediate situation for ideas that set the stage for future successes.

Essential Job Responsibilities

- Support Department Directors in planning and coordinating their Division activities. Follow-up to ensure effective service to the public and efficient conducting of all municipal affairs.
- Ensure the development of an effective municipal organization. Includes implementing changes in organization structure as appropriate, working with Department Directors to ensure effective job design and utilization of employees.
- Ensure effective management of the City's financial affairs. Ensure effective investment of available funds, proper accounting practices to control financial assets, and provide for short and long term financial planning.
- Provide professional support to the City Council. Attend meetings to report on City affairs and problems, present recommendations concerning policies and objectives, as well as specific actions, participate in discussions as appropriate, and implement Council decisions. Keep the Council fully advised of significant matters and effectively present all items which require Council action or approval.
- Ensure proper public relations. Follow-up with all divisions to make sure that all complaints and public contacts are effectively handled. Identify appropriate service levels to meet customer needs.
- Stay abreast of developments in both the public administration and organizational development fields and cooperate with other governmental units and municipalities on matters of mutual interest.
- Administer the affairs of the Manager's office effectively and in accordance with Minnesota law and the City Council's Carver Governance Model Policy.
- Maintain effective relationships with community organizations and members. Represent the City in a professional, proactive and positive manner. Be active in community events.
- Stay abreast of all legislative issues that may impact the City.
- Enforce and recommend changes to ordinances and resolutions.
- Provide leadership and serve as a role model for all staff in the conduct and execution of the duties of City Manager.
- Responsible for completing employee performance evaluations in conformity with City guidelines and timelines.



Distinctive Leadership Model — *the Burnsville Way*



The City of Burnsville has long recognized the importance of being a learning organization and developing future leaders at all levels of the organization. With a strong organizational commitment a “Burnsville Leadership Model” was developed which serves as a framework, for discussions on leadership within the City. The following two core competencies form the foundation for the leadership model: **Integrity and Trust; and Interpersonal Savvy**. Each is defined by certain qualities and characteristics including:

Integrity and Trust — Ethics and Values, Strategic Agility, Self-Knowledge and Managing Vision and Purpose.

Interpersonal Savvy — Motivating Others, Approachability, Building Effective Teams and Composure.

The City Manager sets an example and is expected to lead the organization toward the successful implementation and execution of the Leadership Model. The qualities and characteristics represented above are also important skill sets for the City Manager. Other critical skill sets that are needed to be successful include:

Strong communicator, sense of humor, creativity, trusting, authentic and sincere, and strong public speaking skills.

City Manager Priorities

- Build a strong partnership with elected officials, staff and community and county leaders.
- Preserve and maintain the City's elite financial status.
- Commercial and industrial development of the Minnesota River Quadrant.
- Maintaining the quality of the City's housing stock.
- Continued stewardship of public infrastructure.

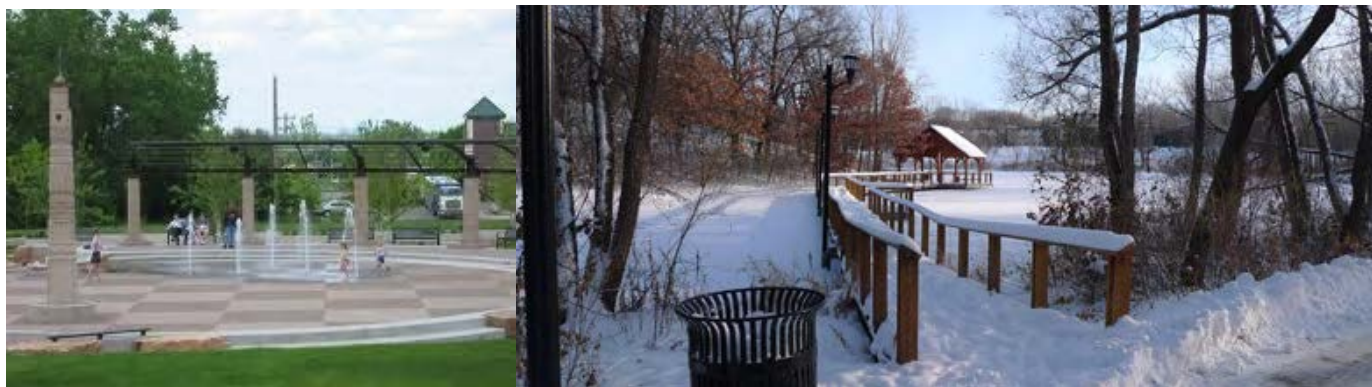
Compensation

The City provides a competitive compensation and benefits package. The salary range for this position is \$135,000 to \$151,000 starting salary is negotiable. For more information on the salary and benefits program click [here](#).

Application and Selection Process

To apply for this position, send a cover letter, resume, salary history and four work-related professional references to David Unmacht, Senior Vice President, Springsted Incorporated, at burnsville@springsted.com or 380 Jackson Street, Suite 300, Saint Paul, MN 55101-2887. Electronic submission preferred. Review of resumes begins on February 15, 2013. The position is open until filled. Direct all inquiries to David Unmacht at (651)-223-3047 or dunmacht@springsted.com.

The City of Burnsville is an Equal Opportunity Employer.



For more information on the City of Burnsville visit their website at www.burnsville.org



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

JEFFERSON COUNTY, WISCONSIN

POSITION ANNOUNCEMENT



COUNTY ADMINISTRATOR

Jefferson County, Wisconsin, is seeking an experienced professional to serve as County Administrator in a full service County of 29 departments with 800+ employees and an annual budget of \$83 million. The County Administrator is the chief administrative officer of the County, and as such, is responsible for implementing the policies, procedures and regulations adopted by the County Board of Supervisors, appointing and supervising certain department heads, appointing members of certain boards and commissions and submitting the annual budget to the board. Successful candidates will fulfill these duties in conjunction with observing the strategic planning for the County, ensuring achievement of excellence in public service, and representing the County's interests in behalf of intergovernmental relationships with cities and townships.



GOVERNMENT

Jefferson County, established in 1836, operates under a traditional Board of Supervisors form of government with a County Administrator responsible for day-to-day operations, policy fulfillment and planning for the future. Policies governing the administration of the county are set by a thirty-member Board of Supervisors which is elected on a two-year term. In addition, there are approximately thirty-three (33) committees, boards, or commissions that have direct policy oversight responsibilities for various County departments.

ABOUT JEFFERSON COUNTY

Jefferson County is situated in southeastern Wisconsin, and is bordered by the counties of Dodge, Dane, Rock, Walworth and Waukesha. Our county covers a land area of 557 square miles, with an additional 25.73 square miles of water area, which includes five major rivers and 35 lakes. It is also comprised of 16 townships, 5 villages, and 6 cities which includes portion of the cities of Waterloo, Watertown and Whitewater. The county seat is in the city of Jefferson, a city of approximately 7,146 residents.



At the 2000 census, the County's population was 74,021, a 9.2% increase in population from 1990 to 2000. The July, 2004, population estimate indicates a steady, but manageable increase of an additional 6%, or 78,497 people.

Ideally situated between the metropolitan areas of Milwaukee and Madison, Jefferson County offers a pleasant mixture of urban and rural life. With easy access via the I-94 and I-90 highway system, the County is characterized by rich agricultural areas, thriving family-oriented communities, diversified manufacturing, and highly valued natural resource features.



Jefferson County has many historic sites dating back to the early 1800's. They reflect the rich history and architecture of the past. Historical sites of interest include: the famous Octagon House and America's First Kindergarten in Watertown; the one-of-a-kind National Dairy Shrine and Hoard Historical Museum, the Panther Intaglio mound, and the Old Fort in Fort Atkinson; the archaeologically significant Indian Mounds and Trail County Park along Lake Koshkonong; the Jefferson Historical Museum; and the Aztalan Historical Museum adjacent to the Aztalan State Park.

CHALLENGES AND OPPORTUNITIES

The new County Administrator will be faced with many of the same challenges and opportunities other counties and units of government are experiencing in today's world. For example, in 2003, the County opened a new 121 bed, fully staffed County health care center; a recently completed Highway Department study led to a reorganization; the Jefferson County Fair Park has been rebuilt with the continued addition of new buildings this year; and the County is currently conducting a space needs study with Venture Architects looking at the future needs of its Law Enforcement Center and County Courthouse.





REQUIRED AND PREFERRED QUALIFICATIONS

Minimum Qualifications: Bachelor's degree in Public Administration with six to nine years business or government administrative management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Basic computer capabilities, experience in successfully managing a budget of comparable size and complexity, the ability to predict and plan for future events impacting the organization, as well as the ability to make strategic and tactical decisions at the highest organizational levels are also desirable.

2005 SALARY AND BENEFITS

The 2005 annual salary range is \$81,232 - \$104,461, commensurate with successful candidate's experience and qualifications. Additionally, the following are the standard benefits offered by Jefferson County for 2005:

- Health Insurance. The County pays 96% of premiums
- Dental Insurance. The County contributes 100% of premiums
- Wisconsin Retirement System. Currently the County contributes 10.2% to the WRS
- Section 125b Plan. Employees can pay for certain medical and dependent care expenses on a pre-tax basis.
- Long Term Disability. Voluntary at the employees expense
- Deferred Compensation. Employees have the option of deferring part of their income to this individual retirement plan
- Paid Time Off. Employees receive paid vacation, sick and holiday.
- Life Insurance. Voluntary plan that employees can purchase up to 2 times their annual salary.

HOW TO APPLY

Interested applicants should submit a cover letter, a detailed resume and completed County application to:



Jefferson County Courthouse
Terri Palm, Human Resources Manager
320 S Main Street
Jefferson, WI 53549

Phone: (920) 674-7103

Fax: (920) 675-0068

terrip@co.jefferson.wi.us

To download a County application or for a full description of the position, please visit the County's web site at www.co.jefferson.wi.us. Applications will be accepted through July 29, 2005, or until the position is filled.

Jefferson County is an Equal Opportunity Employer