

Jefferson County, Wisconsin County Administrator Position Profile

Demographics:

Entity	Jefferson County
Population	83,686
Position	County Administrator
Salary Range	\$100,360 – \$126,152 DOQ

Jefferson County, Wisconsin

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 8,000 residents. At the 2010 census, the County's population was 83,686, a 13% increase in population from 2000 to 2010.

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, 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.

The Jefferson County Mission Statement is "To fulfill County government's responsibilities to its citizens and advance the quality of life in Jefferson County."



On behalf of the County Board, members of our staff and Jefferson County community, we are excited about the process to fill our county administrator position. We have a lot of pride in our organization and believe we offer a wonderful professional opportunity for an experienced public sector leader.

*John Molinaro
County Board Chairman*

Motto: "Responsible government advancing the quality of life"

Education & Healthcare

Jefferson County had an approximate 2012 enrollment of 12,809 K-12 students served by seven public school districts: Fort Atkinson School District, Jefferson School District, Johnson Creek School District, Lake Mills Area School District, Palmyra-Eagle Area School District, Waterloo School District and Watertown Unified School District. The County also has a variety of private school opportunities. Madison Area Technical College and Maranatha Baptist Bible College provide additional education opportunities.

Primary health care services in Jefferson County can be obtained at Fort Memorial Hospital located in Fort Atkinson. Other independent area services/facilities provide out-patient surgery, chiropractic, dentistry, optical, home healthcare, assisted living and nursing homes.

Parks and Recreation



Jefferson County offers a wide variety of outdoor recreation opportunities for every season. The County contains 16 parks as well as many community parks and gardens. There are numerous lakes and rivers to enjoy water activities.

Jefferson County provides an abundance of hiking, cycling, cross-county skiing and snowmobiling trails.

Jefferson County boasts several cultural attractions in the form of performing arts, local festivals, libraries, museums and historic attractions.

County Services

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 implementation 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-five committees, boards, or commissions that have direct policy oversight responsibilities for various County departments.

Jefferson County is a full service county providing a wide-range of important functions including, but not limited to:



Administration, Aging and Disability Resource Center, Central Services, Child Support, Clerk of Courts, Coroner, Corporation Counsel, County Clerk, Custody

& Mediation, District Attorney, Economic Development, Emergency Management, Fair Park, Family Court Commissioner, Finance, Health Department, Highway Office, Highway, Human Resources, Human Services, Land & Water Conservation, Land Information Records, Management Info Systems, Parks Department, Planning & Zoning, Register in Probate, Register of Deeds, Sheriff, Surveyor, Treasurer, UW Extension, Veterans Services, Victim Witness, WIC and Workforce Development.

2010 Strategic Plan

Jefferson County completed a comprehensive strategic plan in October, 2010. This highly inclusive and engaging process resulted in the formulation of three strategic issues.

Strategic Issue 1. Education and Commitment How can County government educate both the public and its own internal stakeholders about its mission and services? The major strategic initiatives include: Staff/Resources, Education/Schools, County Government Strategic Plan, Best Practice and Marketing Research, and Media.

Strategic Issue 2. Environmental/Economic/Cultural How do we protect and preserve our environmental and cultural heritage, and become energy secure while encouraging and supporting sustainable economic activity? The major strategic initiatives include: County and Community Projects, Sustainability Task Force, Partnerships and Relationships, Other Vision Documents, Plans and Transportation Planning, and Cultural Heritage.

Strategic Issue 3. Public Services/Quality How do we decide what services we should provide and at what level while responding to quality, quantity and return on investment. The major strategic initiatives include: Understanding about County Government, Mandates Interpretation and Public Good, and County Department and County Committees.

For a copy of the Plan and for more information and details on these and other county priorities visit the County's website.

County Administrator Position

Jefferson County, Wisconsin, is seeking an experienced professional to serve as County Administrator in a full service County of 27 departments with 550 employees and an annual budget of \$66 million. The County Administrator is the chief administrative officer of the County and 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.



- Supervise and evaluate Department Head performance.
- Appoint members to various Boards and Commissions, subject to County Board confirmation.
- Signs and approves County documents as directed.
- Represent the County's interests when working with other local government units or other community stakeholders.
- Stay current on State and Federal laws.
- Serve on the labor negotiation team.
- Approve the appointment and termination of all personnel in County positions.

Professional Opportunities

Financial Acumen

The County is seeking a strong financial manager who will balance day to day financial operations with the development of a long term strategic financial plan.

Team Player

The County is seeking a consensus builder and team player who will work closely with and manage Department personnel while establishing strong and effective relationships with the County Board.

Project Management

The County is seeking an experienced project leader who will manage and oversee the planning, financing and building of a new highway facility.

Strategic Planning

The County is seeking a strategic thinker who will understand the importance of prioritizing, implementing and pursuing the goals and strategies within the Strategic Plan.

Succession Planning

The County is seeking an experienced manager who understands the importance of succession planning and how it impacts the recruitment, retention and professional development of the staff.

Servant Leader

The County is seeking a servant leader who listens, builds trust and credibility, and is accessible as well as open to new ideas.



County Administrator Qualifications

Bachelor's degree in Public Administration with five to seven years business or government administrative management experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. 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 is desired.

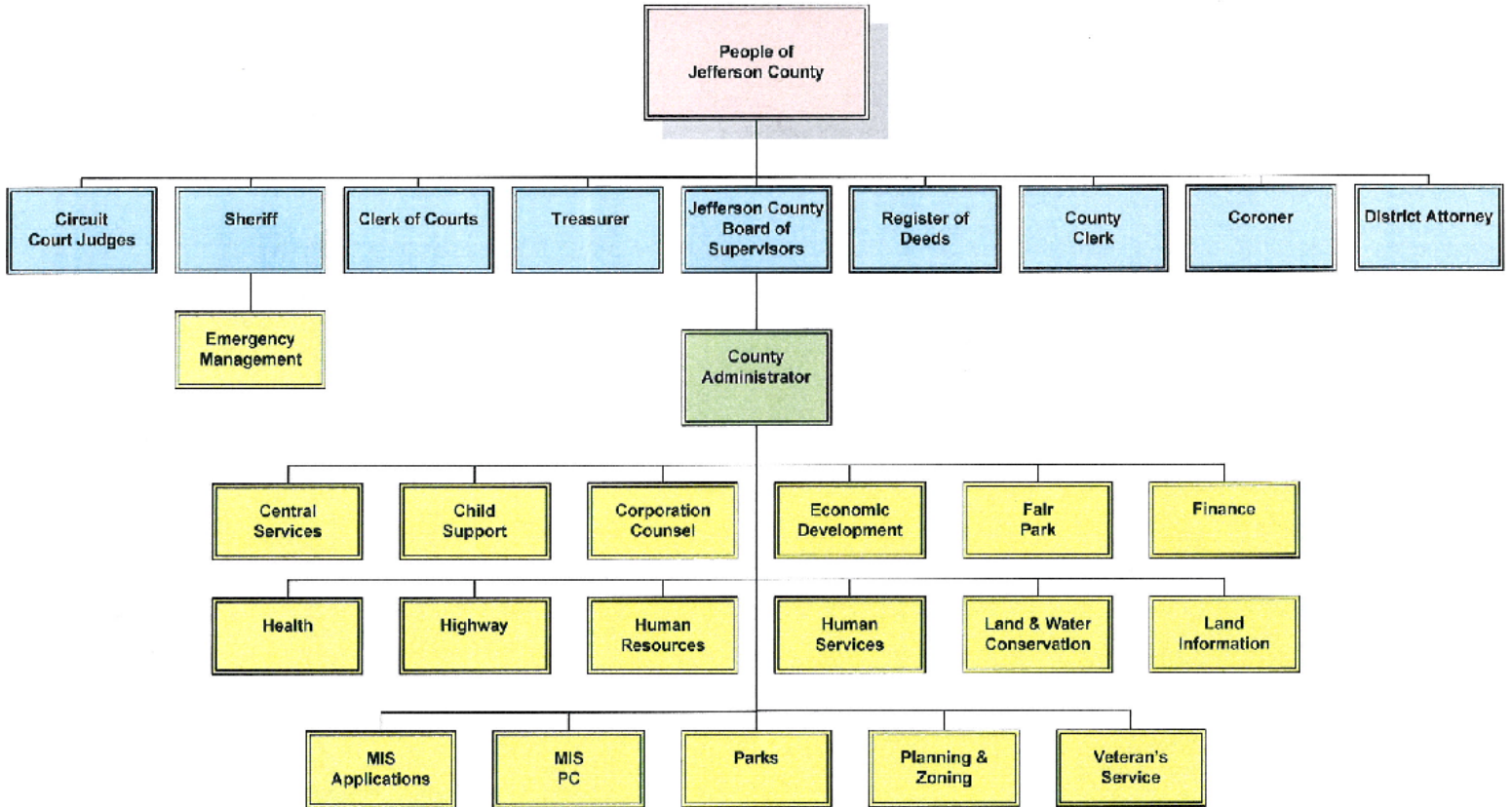
Essential Accountabilities

- Develop and submit the annual budget to the County Board.
- Prepare, plan and recommend policy and program changes for the County Board's consideration.
- Review and recommend changes to staffing levels.
- Prepare the monthly County Board agenda and packet.
- Write or review of ordinances, resolutions and reports.
- Administer and oversee the County's purchasing policies and procedures.
- Appoint Department Heads, subject to County Board confirmation.

Organizational Chart

Jefferson County Government Organizational Chart

January 2012



Compensation and Benefits

The 2013 annual salary range is \$100,360 – \$126,152, starting salary is commensurate with experience and qualifications. There is no residency requirement for this position; the Administrator is encouraged to be very active and engaged in the greater Jefferson County community.

Additionally, the following are the standard benefits offered by Jefferson County for 2013:

- Health Insurance. The County pays approximately 96.5% of premiums of the lowest cost plan
- Dental Insurance. The County contributes 100% of premiums
- Wisconsin Retirement System. Currently the County contributes 6.65% 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

Application and Selection Process

To apply, submit a resume, salary history, and four work-related references to jeffersoncounty@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 March 18, 2013.

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

Jefferson County is an Equal Opportunity Employer



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