

JEFFERSON COUNTY, WISCONSIN

POSITION ANNOUNCEMENT



ASSISTANT TO THE COUNTY ADMINISTRATOR

Jefferson County, Wisconsin, is seeking an experienced and highly motivated professional to serve as the County's first Assistant to the County Administrator. This position will report directly to the County Administrator and will join a management team that is dedicated to providing best in class service to the citizens of Jefferson County. The person chosen for this position will provide support to the County Administrator in the areas of budget and project management, grant writing, legislative tracking, intergovernmental relations, internal program analysis/operational process improvement, implementation of public relations and strategic marketing initiatives, and the implementation of the county's strategic plan and comprehensive plan.

Some of the most significant responsibilities are:

- Assists County Administrator in the formulation of strategic and organizational planning, including furthering initiatives relating to housing, strategic marketing, broadband expansion, transportation, and intergovernmental cooperation/collaboration and other key initiatives. Recommends objectives and associated goals for various departments/services to achieve the most cost effective and efficient operation possible.
- Leads the development and implementation of the county's communication plan and strategy so that the county can improve its visibility and communications with the public.
- Provides oversight and acts as lead on complex studies, programs, and projects as assigned, including the development of County-wide initiatives, complex organizational studies and identification of administrative issues, and coordination of interjurisdictional projects.
- Performs a wide variety of professional-level analytical and administrative duties in support of assigned functions, operations, special projects, and research studies.

The successful candidate will fulfill these duties within the framework of the County's strategic plan, and in a manner that ensures achievement of excellence in public service.



REQUIRED AND PREFERRED QUALIFICATIONS

Minimum Education and Experience:

Bachelor's degree in Public Administration, Public Policy, Business Administration, Public Relations, or other closely related field and a minimum of three (3) years relevant experience in municipal government, a public body, or related field.

Experience ideally will include coursework or training in administrative support, or business management principles and practices, and three (3) or more years of increasingly responsible administrative and analytical experience in a high-level management position, preferably within a local

government environment. While not an expectation, experience leading or supervising staff is a positive attribute, as this position requires a level of confidence to act on behalf of the County Administrator and may at times involve supervision of a County Department in a Director's absence.

Preference may be given to candidates who meet the following criteria:

Recommended Education and Experience:

Master's degree in Public Administration, Public Policy, Business Administration, Public Relations, or other closely related field, and five (5) or more years of progressively responsible administrative experience in the public sector, with specific experience in public relations and in researching and implementing best practices.

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

ABOUT JEFFERSON COUNTY



Jefferson County is situated in southeastern Wisconsin, and is bordered by the counties of Dodge, Dane, Rock, Walworth, and Waukesha. Jefferson and its surrounding counties have a combined population of over 1.4 million people, which accounts for 24% of the state's population. *

* United States Census Bureau. B01001 SEX BY AGE, 2021 American Community Survey 5-Year Estimates. U.S. Census Bureau, American Community Survey Office. Web. 8 December 2022. <http://www.census.gov/>.

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 including a portion of the cities of Waterloo, Watertown and Whitewater. The county seat is in the city of Jefferson, a city of approximately 7,757 residents. At the 2020 census, the County's population was 84,489, a very modest 1% increase from 2010 to 2020.

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. Fine dining and entertainment can be found throughout the County.

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. The park itself showcases an ancient middle-mississippian village and ceremonial complex that thrived between 1000-1300 A.D.

In the southeastern corner of the County, adjacent to Palmyra, you will find the northern portion of the Kettle Moraine State Forest – Southern Unit. Jefferson County hosts approximately 25 miles of the Glacial Drumlin Trail in an east-west direction in the center of the County, and approximately 35.5 miles of the Glacial River Trail in a north-south direction. Don't overlook the countless local parks for family entertainment.

2023 SALARY AND BENEFITS

The 2023 annual salary range is \$82,347 - \$105,830, commensurate with successful candidate's experience and qualifications.

Additionally, Jefferson County offers an excellent benefit package, with highlights below. Please scan the QR code below for a full listing of benefits and specific details of each plan.

- Health Insurance. Eligible employees currently have a choice between multiple insurance carriers through the Wisconsin Local Employers Health Program ("State" Plan). Depending on the plan selected, the County contributes between 92% and 65% of the total premium. In addition, the County currently funds a post-deductible Health Reimbursement Arrangement (H.R.A.).
- Health Insurance Opt-Out incentive is available for employees under another group health plan, other than the "State" plan.
- Dental Insurance. Jefferson County is self-funded for Dental Insurance coverage and currently offers it to eligible employees at **no cost**.
- Wisconsin Retirement System. 6.8% of earnings paid by County as a fringe benefit, with employees contributing an equal amount of 6.8% in 2023
- Health Savings Account
- Deferred Compensation Program
- Group Life Insurance Program, up to three times annual salary and spouse/children coverage
- Voluntary Long-Term Disability
- Vision Insurance



HOW TO APPLY

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



Jefferson County Courthouse
Attention: Human Resources
311 S Center Avenue
Jefferson, WI 53549

Phone: (920) 674-7102

Fax: (920) 675-0068

humanresources@jeffersoncountywi.gov

To download a county application or for a full description of the position, please visit the County's web site at <https://apps.jeffersoncountywi.gov/ic/job>. Applications will be accepted until the position is filled.

Jefferson County is an Equal Opportunity Employer