

SEEKING TO FILL THE POSITION OF

# COUNTY ADMINISTRATOR



LOCATION: JACKSON COUNTY, MINNESOTA

POPULATION: 9,858

SALARY RANGE: \$112,157 TO \$145,804

*Jackson County, Minnesota*

# WELCOME TO JACKSON COUNTY!



Established on May 23, 1857, Jackson County, Minnesota, is named in honor of Henry Jackson, the first merchant in St. Paul, Minnesota. At the time the County was organized, there were only a few residents in the area. However, soon after establishment, permanent settlers began to arrive, and growth of the County intensified. Today, the County is home to 9,858 residents. Jackson County covers 703 square miles and is located approximately halfway between Mankato, Minnesota, and Sioux Falls, South Dakota.

The County's 20 townships and six incorporated cities are set among southern Minnesota's fertile farm and prairie land. Incorporated cities include Wilder (pop. 56), Alpha (pop. 109), Okabena (pop. 200), Heron Lake (pop. 263), Lakefield (pop. 1,697), and the county seat, Jackson (pop. 3,386).

With an abundance of employment opportunities, Jackson County is a great place to call home. In addition, the area features great schools, quality healthcare, and diverse housing opportunities.

Unlike many parts of southwestern Minnesota, there are several lakes in Jackson County along with the beautiful, meandering Des Moines River and a host of other recreational opportunities. The County is home to several campgrounds which also help support the local economy by providing tourism dollars to the area. There are a number of county parks that dot the area and feature a range of amenities including playground equipment, beaches, and the Prairie Ecology Bus Center, an environmental education center. You will also find several city parks throughout the communities. Jackson County's walking and biking trail system continues to grow making it one of the most expansive and widely used in the area.

Along with those amenities, Jackson County offers plenty of other attractions including the Jackson Motorplex, the historic Fort Belmont, the historic State Theatre, the Jackson County Fair, as well as fine dining, bars, grills, fast food, and coffee shops. A number of annual events also provide year-round entertainment for the whole family.

# THE COMMUNITIES

The City of Wilder may be the smallest community in Jackson County, but what it lacks in size, it makes up for in character. Located in the northern part of the County on the shores of Timber Lake, the City offers great small-town opportunities.

Alpha is a small, rural community located a mile south of Interstate 90 about 6 miles east of the City of Jackson. This quaint community offers peaceful and quiet living.

With an amazing history of trials and triumphs, the history of Okabena spans 125 years. With the remodeling and addition to its school, the town is picking up. Okabena may be small in numbers, but it owns a thriving sense of community.

The City of Heron Lake is conveniently located on State Highway 60. The City is home to a number of diverse businesses along with a lake and a community center that houses City Hall, the Police Department, Heron Lake Watershed District offices, the Post Office, the Senior Citizens Room, the Herbert K. Kellam Post 224 Legion and Auxiliary units, and a hall that is suited for large gatherings.

The Lakefield Aquatic Center attracts thousands of visitors each year to this vibrant community. The City of Lakefield also has housing lots available on the scenic North Valley Golf Course, and it is home to a host of thriving businesses and a picturesque downtown.

Officially designated as a “MN Bicycle Friendly Community” in 2018, the City of Jackson is a welcoming community that promotes a healthy, active lifestyle, values its youth, celebrates cultural diversity, and capitalizes on the Interstate (I-90) to expand its manufacturing, ag services, and emerging technology base. The community is experiencing steady growth in many economic sectors. It is home to a 230-acre Industrial Park and several primary private-industrial employers which provide nearly 1,300 jobs to local and area residents.



# EDUCATIONAL OPPORTUNITIES



Multiple high-quality educational opportunities are available throughout Jackson County.

Jackson County Central Schools (JCC) is comprised of approximately 1,100 students in grades K-12. The District is home to four educational buildings – Riverside Elementary and JCC High School in the City of Jackson, and Pleasantview Elementary and JCC Middle School in the City of Lakefield. In 2019, district voters approved a \$35.4 million school building bond issue designed to finance construction of a new middle school space in Lakefield and improvements to the elementary and high school buildings.

The Heron Lake-Okabena Public School District is comprised of two facilities – an elementary school in Heron Lake and a high school in Okabena. The elementary school enrolls over 130 students in grades K-6, and the high school enrolls nearly 170 students in grades 7-12. Both schools provide small class sizes and a diverse curriculum.

There are also private school options available in Jackson County. Since 1899, Immanuel Lutheran School, in Lakefield, has provided a Lutheran Christian education to students in preschool through 8<sup>th</sup> grade. St. John's Christian Day School was started in 1995 and bases its education on Lutheran principles. The school serves approximately 20 children in grades K-8.

Those seeking higher educational opportunities can find those at MnWest Community and Technical College in Jackson. The facility is part of the larger five-campus Minnesota West system and offers a liberal arts education.

## HEALTHCARE

Sanford Jackson Medical Center provides high quality, affordable healthcare services to residents and visitors of the Jackson County area. Some of the services that the facility provides include family medicine, specialty care, mental health services, lab and radiology services, and much more. The facility also includes a 24/7 emergency room, a 20-bed hospital, and two medical clinics, one on the Jackson campus and the other in the City of Lakefield. The Lakefield Medical Clinic provides adult and pediatric care, infant and child services, primary care sports medicine, OB/GYN services, and geriatric services.

Jackson County is also home to a number of wellness centers, assisted living facilities, and skilled nursing facilities.



## ECONOMIC VITALITY

Industry plays a vital role in the economic landscape of Jackson County. From ethanol to wind energy, motorcycle hitches to farm implements, and gas fireplaces to aluminum decking, Jackson County hosts thriving and progressive industries and continues to build upon its reputation as a location that is friendly to business and manufacturing. Jackson County's major industrial park is home to some many vital businesses including AGCO Jackson Operation, a worldwide distributor and manufacturer of agricultural equipment.

Farming has also played a giant role in the economic stability of the County. Jackson County consistently ranks in Minnesota's top 10 for corn and soybean production. The County supports its producers with a wide variety of agricultural-based organizations.



## TRANSPORTATION

Jackson County is bisected by Interstate 90, and US Highway 71 runs north and south through the County. In addition, Minnesota Highway 60 runs through the northern portion of the County, and an extensive, well-maintained county road system provides safe and efficient access to all parts of the County.

The area is served by the Jackson Municipal Airport which is located on 270 acres just north of the City of Jackson. The airport provides a 3,600-foot paved and lit runway for general aviation as well as a 2,300-foot turf runway.

Community Transit of United Community Action Partnership is a public transit service with a fleet of over 40 lift-accessible buses that serve the County and offer dial-a-ride service as well as door-to-door and curb-to-curb pickups.

# THE ORGANIZATION

Jackson County is governed by a five-member Board of Commissioners who represent each of the five districts and serve staggered four-year terms. Other elected officials of the County include the Attorney, Recorder, and Sheriff.

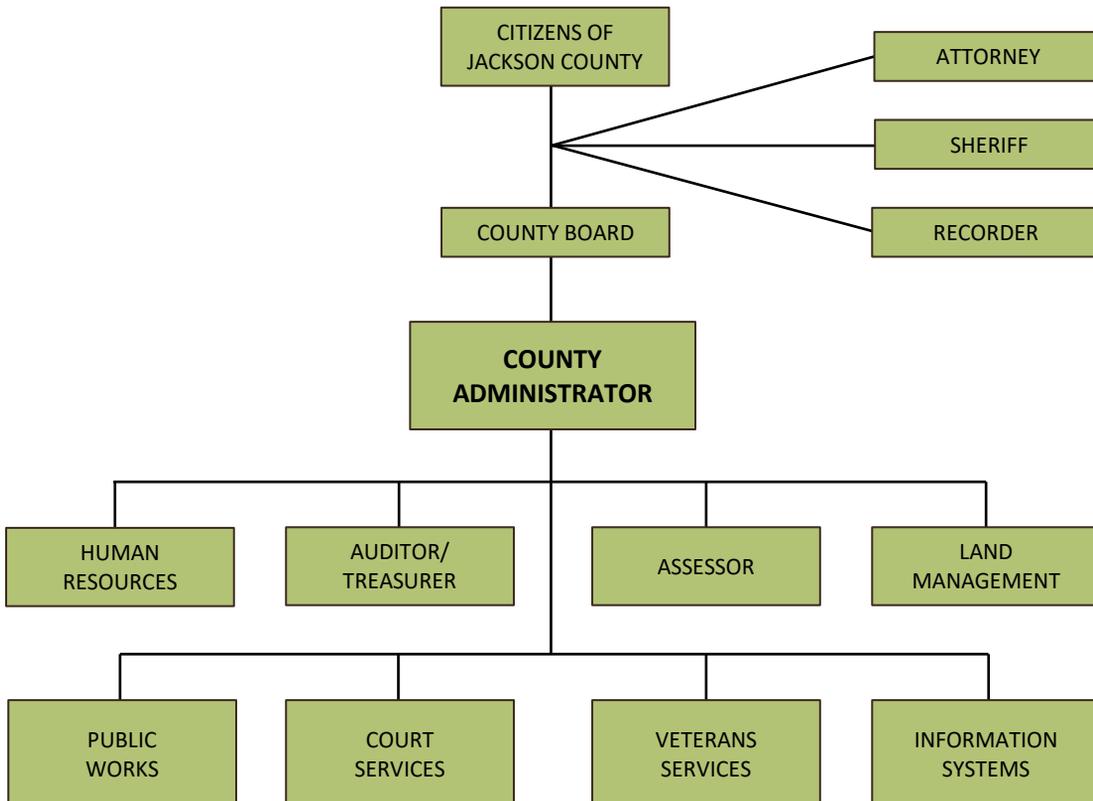
Appointed by the County Board, the County Administrator serves as the administrative head of the County and is responsible for effectively leading the organization.

Jackson County has been a leader in partnering with other units of government to maximize public investment. For example, Public Health and Human Services are provided through a joint powers organization named Des Moines Valley Health and Human Services which serves Jackson and Cottonwood Counties.

Jackson County employs 90 full-time, up to 9 part-time, and up to 14 seasonal staff.



## ORGANIZATIONAL STRUCTURE



# BUDGET INFORMATION

	2020	2021
<b>Revenues</b>		
County Portion of Tax Levy	10,855,145	11,045,152
State Paid Portion of Tax Levy	569,655	578,158
Total Tax Levy	11,424,800	11,623,310
Licenses	15,710	15,615
Intergovernmental-		
Federal	18,000	18,000
State	6,024,486	6,014,800
Other	-	-
Charges for Services	1,429,594	1,504,658
Fines and Forfeits	22,395	22,395
Interest on Investments	109,195	168,143
Miscellaneous	2,405,983	2,386,987
Other Sources		
Proceeds from Bond Sales	-	-
Budgeted Use of Available Fund Balances	169,091	2,897,358
<b>Total Revenues and Other Sources</b>	<b>21,619,254</b>	<b>24,651,266</b>
<b>Expenditures</b>		
General Government	3,927,441	4,022,116
Public Safety	3,501,093	3,594,613
Highways and Streets	8,096,568	10,846,367
Health & Human Services	2,751,815	2,631,315
Culture and Recreation	992,254	1,157,040
Conservation of Natural Resources	753,244	791,116
General Obligation Debt Service	1,057,627	1,054,597
Other/Unallocated	539,212	554,102
<b>Total Expenditures</b>	<b>21,619,254</b>	<b>24,651,266</b>

# CORE DUTIES OF THE POSITION

## **The County Administrator serves as Clerk of the County Board.**

- Serves as Clerk to the County Board; schedules meetings and public hearings, and assures proper notice is given.
- Organizes and directs the preparation of the agenda for regular and special meetings of the County Board.
- Oversees the preparation of minutes and necessary correspondence relating to functions of the County Board.
- Attends all County Board meetings.
- Participates in discussions and making special studies and reports as requested.
- Assists the County Board in the development of policies for the operation of County government.
- Ensures that all orders, resolutions, and regulations of the County Board are faithfully executed.
- Provides opportunities for all department heads to present to the County Board.
- Legislative tracking/lobbying - carry the County message to area legislators and state commissioners.
- Responsible for the facilitation of strategic and long-range planning for the County.

## **Facilitates annual budget development for the County.**

- As per MN Statute 375A.06 Subd, 4 (e) the Administrator shall prepare and submit to the County Board a proposed annual budget and long-range capital expenditure program for such period as the County Board may direct, each of which shall include detailed estimates of revenue and expenditures and enforce the provisions of the budget when adopted by the County Board. Preparation of the annual budget will be done in conjunction with the County Auditor/Treasurer.
- Enforces adopted budget as directed by the County Board and reports on the financial condition of the County including the status of major projects and programs.
- Oversees purchases as per County policy.
- Responsible for Capital Improvement Planning.
- Review and recommend modifications and conduct studies for changes for Joint Powers and Contract Management.

## **Manages Department Heads**

- Submits to the County Board recommendations concerning the affairs of the County, its future financial needs, and its offices, departments, and agencies as the Administrator considers proper.
- Provides direction to department heads the County's goals and objectives.
- Conducts annual performance reviews of department heads and manages ongoing performance management efforts.
- Chairs the department head meetings
- Investigates the County's position as it pertains to special legislative actions and to recommend options available to the County Board.
- Directs the establishment of a purchasing system and coordinates its availability and use by various line departments.
- Develops and supervises the maintenance of internal and external communication, data processing, property management, public information, and risk management functions and services as directed by the County Board.
- Serves as County's Data Practices Compliance Officer.
- Attends professional meetings and keeps abreast of new developments affecting County government operation and management as directed.
- Responsible for organizational review and department review for staffing and duties for consideration by the Board.

# CORE DUTIES OF THE POSITION

## **Manages and serves as project, maintenance, and risk manager to protect County assets.**

- Coordinates risk management activities to include oversight of property and casualty insurance coverage.
- Serves as contact for the Minnesota Counties Insurance Trust (MCIT) for property/casualty and workers compensation insurance; oversees proper submission of claims; routes correspondence to affected parties in claims resolution; participates in subrogation efforts of the MCIT; attends training sessions presented by MCIT.
- Acts as owner representative for building projects as directed by the Board.
- Directs maintenance of County facilities.

## **Personnel Management**

- Maintains a positive and standardized employee recruitment program.
- Oversees labor relations activities to ensure the effective resolution of labor agreements within budgeted guidelines consistent with effective business operations and in compliance with PELRA.
- Coordinates grievance panel nominations, hearings, and activities.
- Responsible for non-union and union labor relations.
- Directs design of personnel forms and directs the maintenance of personnel records by all departments.
- Proposes, publishes, and administers personnel policies.
- Oversees job classification system which includes classifying and reclassifying positions and approving job descriptions and pay scales; conducts wage and salary surveys as needed.
- Develops County compensation plans for County Board approval.
- Oversees the acceptance of all County applications and works with applicants and department heads.
- Oversees processing of all new employees and orientation process.
- Administers County benefit program.
- Oversees pay equity reporting; serves as EEO specialist.
- Monitors unemployment claims and assists departments with appeals.
- Monitors workers' compensation claims and coordinates work between employee and insurance carrier.
- Reviews, develops, interprets, implements, and maintains County Employee policies.
- Oversees the coordination of Countywide safety program.

## **Acts as the County's responsible authority as required by the Minnesota Government Data Practices Act.**

- Provides public information such as verifying employment.
- Determines whether information is public or confidential; seeks legal advice as needed.
- Oversees release of information to the public.

## **Performs other duties and projects as assigned.**



## DESIRED ATTRIBUTES

- Be a team player who is able to build the team spirit of the organization
- Be inclusionary in seeking input and ideas from other organizational leaders
- Be an effective leader
- Have the ability to lead people in a way that gets the most out of them
- Be a unifier
- Understand and appreciate the contributions made by all County employees
- Appreciate and understand delegation
- Understand and appreciate unique characteristics of rural Minnesota
- Have good problem-solving skills
- Be personable
- Be a proven leader

## ADMINISTRATOR GOALS/PRIORITIES

- Build and develop the County leadership team
- Facilitate the strategic implementation of the County Administrator position
- Help build up County human resource services
- With the County Board, facilitate the planning process for upcoming capital investments
- Develop a meaningful performance evaluation process for County leadership staff
- Work with County staff on budget development and monitoring improvements



# POSITION ANNOUNCEMENT

## Jackson County, Minnesota



**Position:** County Administrator

**Location:** Jackson County, Minnesota

**Salary Range:** \$112,157 to \$145,804

### General Duties

The County Administrator position involves the administering of the County's mission and programs including planning, organizing, developing, implementing, budgeting, coordinating, and directing. This position serves as the agent of the Board and carries the primary responsibility for employee relations.

### Minimum Qualifications

Master's degree in Public Administration and five years of related experience, or an equivalent combination of education, training, and experience which provides the requisite knowledge and abilities for this position.

### Apply

Visit <https://daviddrown.hiringplatform.com/55576-jackson-county-administrator/187159-application-form/en>, and complete the process by March 18, 2021. Finalists will be selected on April 6, 2021, and final interviews will be held on April 27, 2021.

Please direct questions to Gary Weiers at [gary@daviddrown.com](mailto:gary@daviddrown.com) or 612-920-3320 x109.



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