



## Mission

Working Together to Deliver Quality  
Services that are Valued by the Community,  
Today and Tomorrow

## Vision

A modern community where all are treated  
as neighbors

Position: County Administrator

Location: Isanti County, Minnesota

Population: 39,932

2020 Salary Range: \$122,262 to \$141,918



## Isanti County & Its Communities

Located in East Central Minnesota, approximately 40 miles north of the Minneapolis-St. Paul Metropolitan Area, Isanti County is home to approximately 39,932 residents. The County was organized on February 13, 1857, and is the 26<sup>th</sup> most populous county in Minnesota. Isanti County is comprised of three cities and thirteen townships.

Isanti County works with several organizations to ensure the area's long-term economic health. The Isanti County Economic Development Authority encourages and financially supports economic development, contributes to diversification of the tax base, and increases employment opportunities in the County.

Isanti County is home to a great parks and recreation system that includes six county parks that feature such amenities as boat/canoe access, geocaching, horseback riding, cross country skiing, playground equipment, picnic shelters and much more. The 870 acres of parkland also feature lakes, old growth stands of white pine, restored prairies, wetlands, the scenic Rum River, and much wildlife.

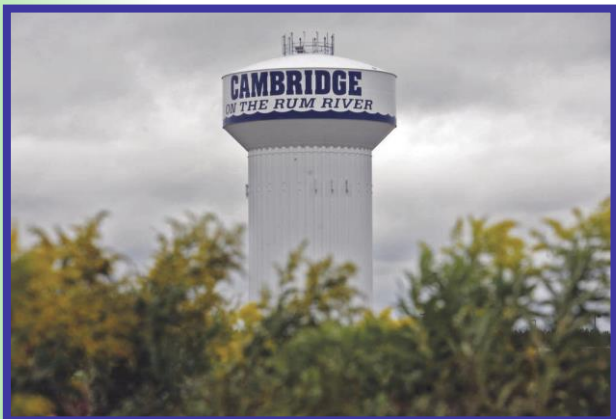
The communities of Isanti County range in size from the largest at 8,977 residents in the City of Cambridge to the smallest at 775 residents in Dalbo Township.

Known as the Homemade Pie Capital of Minnesota, the City of Braham offers a quiet, casual, friendly, small town setting. Home to approximately 1,800 residents and many businesses, Braham is situated approximately 50 miles north of the Twin Cities Metropolitan Area.



Braham is best known for its beautiful downtown hanging baskets and its annual Pie Day which takes place the first Friday in August. The Pie Day event draws thousands of visitors to enjoy many varieties of pie, craft and food vendors, a trivia contest, an amateur baking competition, and children's arts and crafts. The City also offers five parks with amenities including playgrounds, a skate park, picnic tables, and a trail system. Other events held in the City include the annual Braham Appreciation Day, the Braham Fire Department's annual Smelt Fry & Bake Sale, its Open House & Chili Feed, and its annual Beer Garden.

Braham is also home to a 300 seat Community Event Center. Events held in the center include dances, movies, bingo, dinner theatre presentations, expos, weddings, reunions, craft fairs, and more.



As the county seat of Isanti County, the City of Cambridge is home to approximately 8,977 residents and a great community to work, live, and play. Known as "The Opportunity Community," Cambridge is a hub for activity and houses a new industrial park that offers tax credit incentives to new businesses and an existing industrial park that houses several large corporations. The City also houses the Cambridge Municipal Airport.



## Isanti County & Its Communities- Cont'd

With a 135-year-old downtown, the City of Cambridge offers excellent shopping, biking, walking, parks, recreational fields, fishing, annual events, and much more. The City's extensive trail system connects Cambridge's many parks which offer such amenities as basketball and volleyball courts, disc golf, a swimming hole and fishing pier, tennis and pickleball courts, playground equipment, and much more. The City is also home to the Armed Forces Reserve and Community Center, a community garden, a dog park, ice arena, performing arts centers, and more.

Many events and activities are held throughout the year in the City including the Annual Art Fair, Arts in the Park, concerts, movies, a summer kid's program, and yoga.

The City of Isanti, with an estimated population of 6,031, is known as "A Community for Generations" and takes pride in their business community, diverse residential neighborhoods, and great park and recreation system. Isanti is a young, vibrant, growing community that is ideal for living and working. The City is home to 180 businesses that employ 1,917 people and four Minnesota Shovel Ready Certified Lots.

Isanti has 179 acres of parkland, recreation, and natural resource areas within City limits. There are also over 29 miles of trails and walkways. All 19 parks and facilities offer a total of 15 play structures, many swing sets, play apparatus, numerous resting benches, and an abundance of picnic tables. Isanti also offers some of the best attractions in the state including street dances, a farmer's market, shopping and dining, a community center, a community garden, and much more. Another popular attraction in the City is the Isanti Indoor Arena which is home to Rum River BMX. The arena is a 75,000 square foot indoor, all season, #1 Nationally Ranking BMX track.



## Healthcare

Cambridge Medical Center is a regional facility that provides clinic and hospital services to residents and visitors of Isanti County. The facility is equipped with an 86-bed hospital, a same day clinic, a retail pharmacy, an eye care center, a Level IV trauma emergency department and more. The medical center has more than 900 employees and is the largest employer in the Cambridge. Cambridge Medical Center is part of Allina Health.



Allina Health also operates a clinic facility in the City of Isanti. Construction of this facility was completed in early 2017 and includes over \$3 million in investment to Isanti. The clinic provides family practice, pregnancy care, specialty care, and mental health care. Patients also have access to integrative medicine consultants, acupuncture, nutrition consults, health coaching, and more.

## Educational Opportunities

Isanti County students are served by a number of quality educational facilities. The Braham Area School District consists of a two-building campus and provides Pre-K-12<sup>th</sup> grade programming for approximately 725 students. Braham exceeds the state average in reading and math scores for proficiency, growth, and closing the achievement gap. Braham Elementary was a 2017-2018 MESPA School of Excellence, one of only eight in the state. The District also completed a facilities improvement project which added athletic fields, including a new track, and upgraded the performance theater and career and technical education classrooms. Through the generosity of the Frandsen Family Foundation, all 2020 graduating seniors qualify for two years of free tuition, plus a stipend for supplies, at Pine Technical and Community College in nearby Pine City.



The Cambridge Isanti Public School District serves over 5,000 students in Pre-K-12<sup>th</sup> grade. The District hosts 10 schools along with early childhood and community education programming. A 2016 community survey assessed the state of C-I Schools and placed the District among the top 10 percent in the state. The District's graduation rate consistently trends higher than state and national averages. C-I students have the opportunity to earn college credits through PSEO and college in collaboration with five partner colleges and universities.

The Art & Science Academy of Isanti is a comprehensive, tuition free public charter elementary school offering a unique learning environment for students in grades K-8. The program integrates the visual and performing arts into each and every school day.

There are also a number of private school options available throughout the County. Calvary Baptist Academy is located in Cambridge and serves approximately 15 students. The Academy uses the ACE program for educating its students allowing them to develop skills in English, Math, and Science while keeping God's word a part of their education.

Cambridge Christian School resides on a 30+ acre campus, is independent in its ownership, and is a member of the Association of Christian Schools International. The School serves approximately 225 students in Pre-K- 12<sup>th</sup> grade. Its Early Education Center also provides both certified preschool and licensed daycare.

St. Scholastica HSC Academy is located in Isanti and provides education to approximately 45 students in Pre-K-12<sup>th</sup> grade. This Catholic affiliated facility provides a religious atmosphere, small class sizes, and high test scores.



For those seeking opportunities for higher education, Anoka Ramsey Community College has campuses located in Cambridge, Coon Rapids, and Anoka and is part of the MNSCU system. There are many Associate of Arts Degrees and certifications available in the Health, Business, Technology, Manufacturing, Nursing, and Human Services fields.

## The Organization

The Isanti County Board of Commissioners consists of five Commissioners elected from five districts within the County. All Commissioners serve overlapping four-year terms of office. Each member of the Board also serves on various committees. The County Board works together very well and has developed strong relationships that provide stable and positive leadership to the organization. The County Board appoints the County Administrator who carries out the policies and ordinances of the County Board, oversees the day to day operations of the County, prepares the County's annual budget, and supervises the County's non-elected department heads.

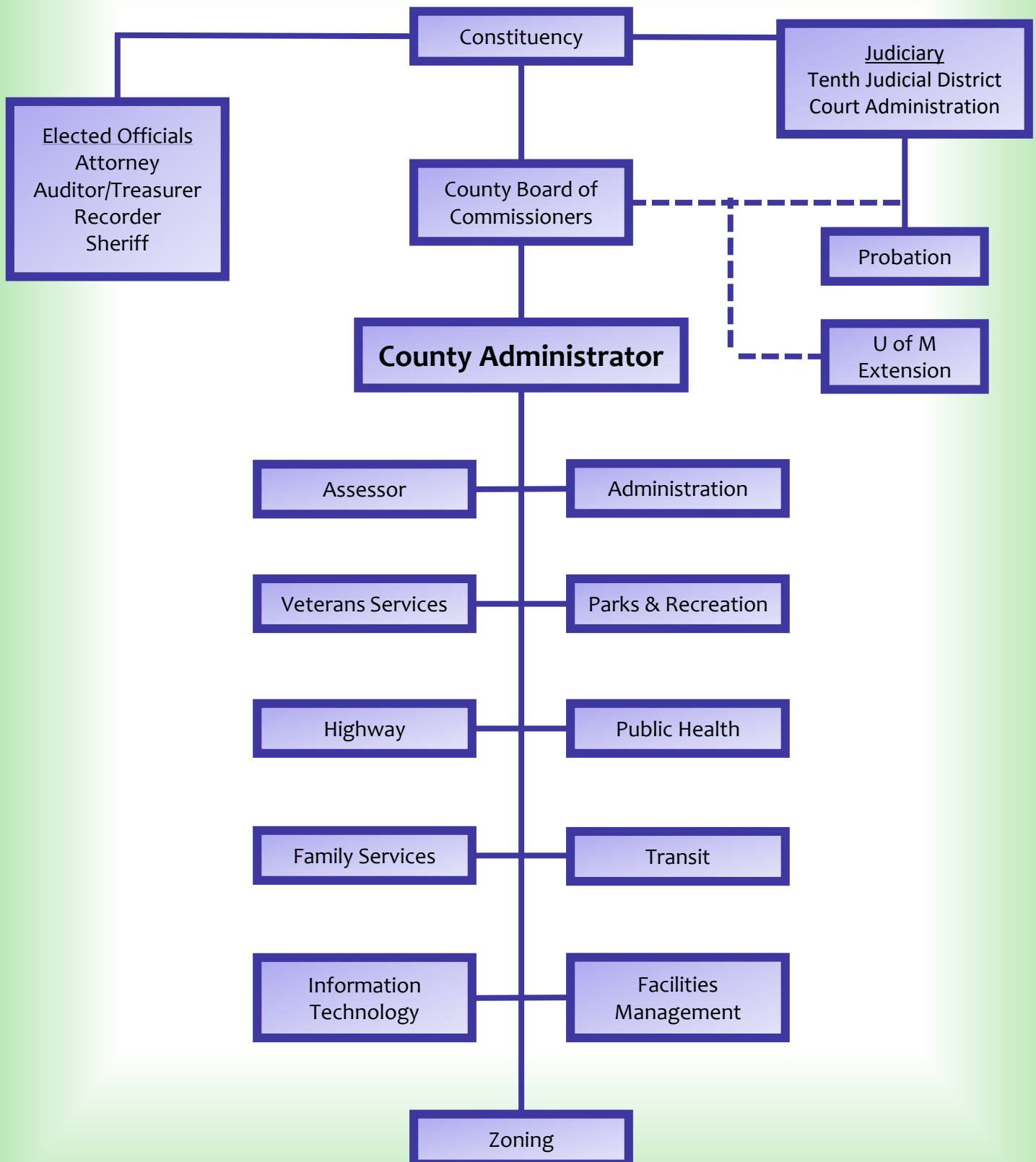
The County's functions and employees are divided into 17 departments. Four of these departments, Attorney, Auditor-Treasurer, Recorder, and the Sheriff are currently managed by elected department heads. The remaining department heads are appointed by the County Board with the exception of the Probation Director, who is appointed by the State of Minnesota Tenth Judicial District and the Regional Director of the University of Minnesota (U of M) Extension Service who is appointed by the U of M. The department head team is a very good one.

The County currently has 331 employees- 282 full-time and 49 part-time. They also average between 5-10 seasonal employees per year. Staff is committed to the County and its citizens. Isanti County provides a full range of services. These services include health and social service programs, tax assessment and collection, judicial, law enforcement, jail services, the construction and maintenance of highways and infrastructure, parks and recreational areas, planning and zoning, and general administrative services.

## Budget Information

	2018	2019
General Government	8,404,094	8,657,479
Public Safety	9,032,025	9,307,826
Highways and Streets	7,184,300	8,190,047
Human Services	13,679,222	14,223,492
Public Health	1,570,285	1,704,536
Culture and Recreation	614,791	720,326
Conservation of Natural Resources	324,605	368,414
Economic Development	43,370	161,500
Transit	2,296,124	1,996,892
Debt Service	1,282,320	1,231,651
Capital Outlay	677,367	624,002
<b>Total Expenditures</b>	<b>45,108,503</b>	<b>47,186,165</b>

# Organizational Chart





# Administrator Core Duties

- Serves as Director to appointed department heads and all other County employees. May conduct annual performance reviews of department heads and handle employee discipline. Works closely with elected department heads to assure compliance with all County and policies and programs.
- Is responsible for the County Risk Management Plan.
- Assists the County Board, oversees the process of preparation of Board agendas, recommends direction and action for the improvement of County programs for departments, and provides the Board with appropriate data needed to make decisions. Attends all scheduled County Board meetings.
- Represents the County before the State Legislature, cities, school districts, townships, special interest groups, and members of the public. Acts as liaison with other governmental entities and serves as the spokesperson on matters pertaining to the media.



- Administers policy through the proper department head for Human Resources and ensures department/employee compliance.
- Assures compliance with the County personnel policy, affirmative action plan, labor agreements, equal employment opportunity, OSHA, COBRA, and PELRA statutes.
- Serves as the responsible authority for the Minnesota Data Practices Act.
- Is the liaison for consulting and professional services to the County.
- Reviews each department on a regular basis for compliance with the County budget.
- Is responsible for the finalization of the annual budget in conjunction with all departments and recommends the annual budget to the County Board.
- Negotiates labor agreements as required.
- Is responsible for preparation and recommendation to the County Board the long range planning needs including program and service priorities, capital improvement planning and budgeting, long range space, and building needs.
- Oversees the County bonding program.
- Attends committee meetings as directed by the County Board.
- Other duties as assigned or apparent.



## Desired Administrator Attributes

- Have excellent communication skills.
- Value and appreciate the importance of face to face communication and be willing to interact with others where they are at.
- Be approachable and encourage input and ideas from all.
- Have an understanding of finance and budgeting.
- Be able to motivate, mentor, and inspire employees.
- Be a team builder.
- Be honest and trustworthy in all facets of work.
- Appreciate best practices and evidence-based strategies.
- Be respectful toward citizens, staff, and the County Board.
- Understand the complexities of the position and be able to effectively navigate in a manner that improves relationships and services.
- Be a leader that sets a good example in all aspects of work.



## Administrator Goals & Priorities

- Continue to work on broadband expansion throughout Isanti County.
- Enhance organizational working relationships by developing communication methodologies that improve information sharing.
- With the Board and staff, examine the development of economic development strategies that expand the tax base of Isanti County.
- Continue to bring departments together in a way that enhances the customer and employee experience.
- With the Board, develop a methodology to effectively address a multitude of County ditch related concerns.
- Examine budget processes for purposes of identifying where improvements can be made.
- Continue implementation of the strategic plan.
- Continue to build and support performance management strategies that improve efficiency and effectively move the organization forward.
- Examine departmental structures to help determine the most effective and efficient service delivery system.
- Develop and enhance relationships with governmental and non-governmental partners inside and outside the County.





## Position Announcement



**County Administrator:** Isanti County, Minnesota

**Salary Range:** \$122,262 to \$141,918

### General Duties:

Under the general direction of the County Board, the Administrator provides overall planning, coordination, management, and directs the departments of Isanti County government. The Administrator is responsible for ensuring the development of goals and procedures and the overall planning and policy development for the County.

The position profile is available at <https://www.ddahumanresources.com/active-searches>.

### Minimum Qualifications:

A bachelor's degree with eight years administrative experience in government or business administration or a master's degree in Public Administration with six years administrative experience in government or business administration.

### Apply:

Visit <https://daviddrown.hiringplatform.com/32431-isanti-county-administrator/85589-application-form/en>, and complete the application process by October 31, 2019. Finalists will be selected on November 20, 2019, and final interviews will be held on December 5 and 6, 2019.

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



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