

NICOLLET
COUNTY EST. 1853



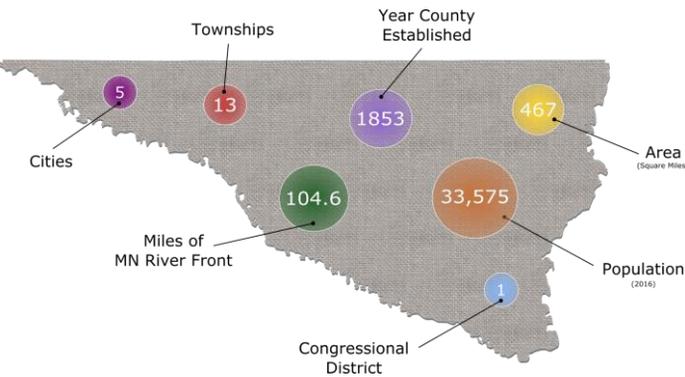
COUNTY ADMINISTRATOR

SALARY RANGE: \$111,512 TO \$161,692

THE COUNTY AND ITS COMMUNITIES

Nicollet County, named in honor of French explorer Joseph N. Nicollet, lies in south central Minnesota with over 104 miles of Minnesota River front. The County encompasses 280,866 total acres with 245,000 acres of farmland, 24,000 acres of forest land, and 12,000 acres of wetland.

are a number of events that take place throughout the year which people of all ages can enjoy.



With a total population of 34,323 residents, the County is composed of 5 cities and 13 townships. The cities include Courtland, Lafayette, Nicollet, North Mankato, and St. Peter. The townships include Belgrade (pop. 1,063), Bernadotte (pop. 267), Brighton (pop. 146), Courtland (pop. 604), Granby (pop. 236), Lafayette (pop. 693), Lake Prairie (pop. 674), New Sweden (pop. 282), Nicollet (pop. 517), Oshawa (pop. 518), Ridgely (pop. 106), Traverse (pop. 342), and West Newton (pop. 415).

Nicollet is a city of 1,163 residents that enjoy year-round fun and excitement. Swan Lake, located just outside of Nicollet, is the largest shallow water prairie pothole in the continental United States with 76 miles of shoreline. The Swan Lake Wildlife Management Area is one of the most significant waterfowl breeding areas in the upper Midwest. The Nicollet area also offers excellent snowmobile trails and is just minutes away from several beautiful state parks. The highlight of the year for the residents of Nicollet is Nicollet’s Friendship Days. Occurring in June, the event is sponsored by the Nicollet American Legion.

The City of Courtland is nestled between the Cities of New Ulm and Nicollet and is just 20 miles from the City of Mankato. Surrounded by big cities, Courtland maintains its small city charm. With a population of 664, the City has several businesses that provide a number of different services to the residents of the community and surrounding area. There



THE COUNTY AND ITS COMMUNITIES- CONT'D



North Mankato is part of the urban center of the Mankato-North Mankato Metropolitan Statistical Area and is located just one hour south of Minneapolis/St. Paul with convenient access right off Highways 169 and 14. Nestled along the bluffs at the bend of the Minnesota River, North Mankato is home to 14,114 residents. In addition to the City's lively economic development scene and low cost of doing business, North Mankato offers a high quality of living. From numerous parks and trails to the home of the state renowned Caswell Park, this City offers a multitude of adventurous opportunities.



With a population of 12,033 residents, the City of Saint Peter is a warm and welcoming community that lies 10 miles north of the City of Mankato. Originally intended to be the capitol of the State of Minnesota, Saint Peter has the distinction of being home to five of its past Governors, and it also serves as the county seat of Nicollet County. The City is full of recreational opportunities that provide year-round entertainment. With many community parks, a library, a swimming pool, adult and youth leagues and programs, camping, and a number of fun annual events, Saint Peter is the ideal place to visit or call home.



As a small farming community, the City of Lafayette is situated between the Cities of New Ulm and Hutchinson. Home to 482 residents, this peaceful city is a great place to raise a family. Lafayette's Community Center serves as a great location for many functions and events that take place throughout the year from hosting meetings for extension offices, farmer's groups, Lions and Legion clubs, and Boy Scout, Girl Scout, and 4-H clubs, to the Pie & Ice Cream Socials held before the summer concerts of the Lafayette Community Band.



EDUCATIONAL OPPORTUNITIES

There are a number of high-quality educational facilities and systems serving the students of Nicollet County and the surrounding area.

The Lafayette Public Charter School District is a tuition free public charter school district started in 1999 that serves approximately 80 students in grades PreK-8th grade.

St. Peter is home to Minnesota Valley Schools, a direct intervention program where they provide individualized academic plans for students identified as needing more structure, support, and modifications. The Minnesota Valley Education District provides resources and guidance to schools and families who serve children with physical, mental, or emotional disabilities.



The Nicollet Public School District campus includes an Early Childhood Center, School Readiness program, K-4 Elementary, 5-8 Middle School, and 9-12 High School. The District enrolls approximately 350 students.



St. Peter Public School District operates one Community & Family Education site, two elementary schools, one middle school, one high school, one alternative school, and one site that provides services to students with

special needs. The District enrolls over 2,250 students throughout its facilities.



A number of private educational options are also available throughout Nicollet County. Concordia Classical Academy of North Mankato (Lutheran K-8), Immanuel Lutheran School of Courtland (PreK-8), John Ireland Catholic School of St. Peter (PreK-6), Saint Peter Lutheran School of St. Peter (PreK-8), and Trinity Lutheran School of Nicollet (PreK-8).

For those seeking higher educational opportunities, South Central College- North Mankato offers two-year associates degrees in Arts and Sciences that transfer to a four-year university. Courses are offered in person and online. With an enrollment of over 2,700 students, South Central offers over 50 academic programs.

Located in St. Peter is Gustavus Adolphus College, a highly selective, private, coed, residential liberal arts college affiliated with the Evangelical Lutheran Church in America. The college enrolls approximately 2,217 undergraduate students and sits on 340 beautifully landscaped acres.





HEALTHCARE

Mayo Clinic Health System is a community-based healthcare provider that brings the expertise of Mayo Clinic to the community and region. With clinic locations in North Mankato and St. Peter, people of all ages can find easy access to a comprehensive range of services including Behavioral Health, Chiropractic Care, Family Medicine, Laboratory services, Women's Health, and much more.



River's Edge Hospital & Clinic provides quality care to patients throughout the greater St. Peter area including Nicollet, Le Sueur, and portions of Sibley and Blue Earth Counties. In 2014, River's Edge partnered with The Orthopaedic & Fracture Clinic to form a one-of-a-kind joint replacement program called OrthoEdge. The facility also houses a Level IV Trauma Center that is open 24/7. The facility recently just completed a \$33.8 million expansion and renovation project. The finished project includes a new, secure main entrance, a new Emergency Department and Urgent Care, two new patient wings featuring 25 private patient rooms, an outpatient Infusion Therapy Center, and an inpatient Physical and Occupational Therapy gym. Existing hospital space was remodeled to expand operating rooms from two rooms to four, a new outpatient surgery center, new Rehabilitation Therapy, a café and dining service for patients, expanded laboratory space, and expanded billing and registration space.



As Minnesota's first institution of its kind, the Saint Peter Regional Treatment Center is a public rehabilitation hospital, located in Saint Peter, that specializes in the treatment of mental health, dual diagnosis, and other psychiatric disorders.



THE ORGANIZATION

Nicollet County is governed by a five-member Board of Commissioners that each represent one of five districts. A Commissioner's term of office is four years. The Board is elected to set policy, approve a budget, and establish overall goals for the County. The County Board is strategic and supportive of its staff.

The County Administrator is the chief executive officer for Nicollet County. This position reports directly to the Board of Commissioners and acts as a liaison between the County Board and County departments.

The County provides a full range of services that include Criminal Justice Services, Health & Human Services, Administrative Services, Property and Public Services, and Public Works. The organization boasts financial stability.

Nicollet County employs approximately 278 staff members and are proud to have talented and collaborative department heads. Results of an employee engagement survey found that 86 percent of County employees are fully or somewhat engaged in their work.



MISSION

Providing efficient services with innovation and accountability.

VISION

Setting the standard for providing superior and efficient county government services through leadership, accountability, and innovation to a growing and diverse society.

CORE VALUES

Leadership: Having a vision, sharing that vision, and inspiring others to support our vision while creating their own.

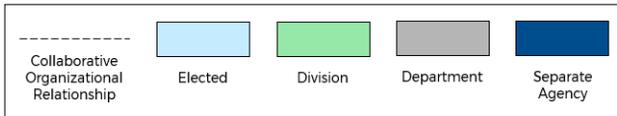
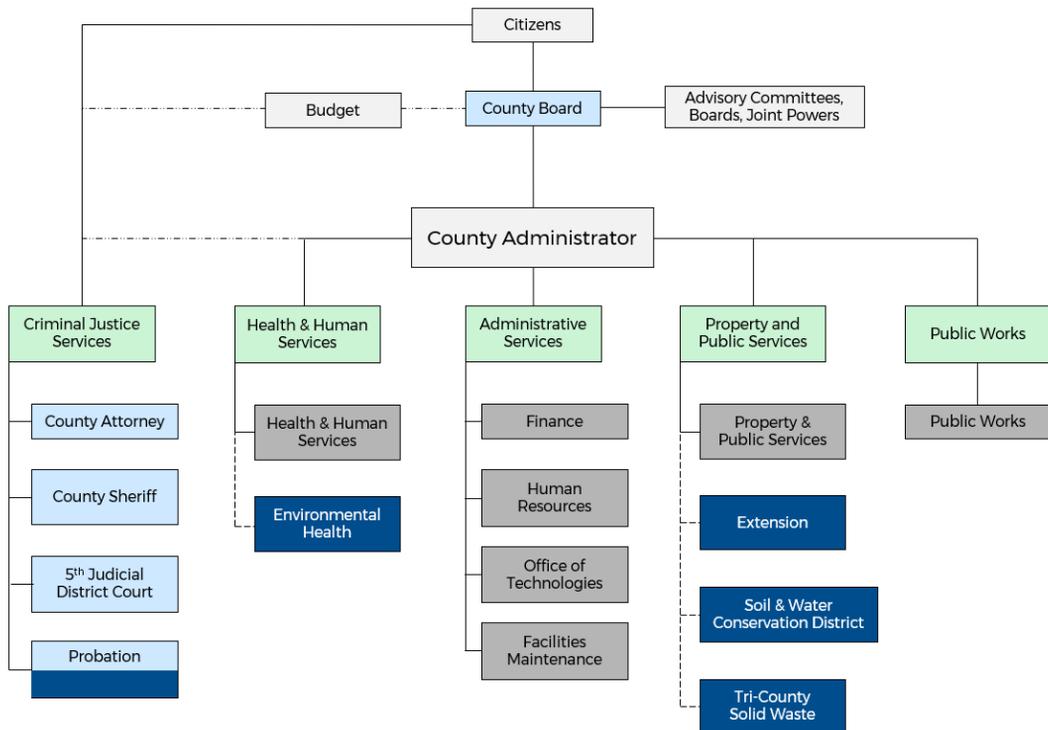
Integrity: Our decisions and actions display a consistent commitment to moral and ethical values.

Accountability: To account for our activities, accept responsibility for them, and to disclose the results in a transparent manner.

Efficiency: Our ability to do things well, successfully, and without waste.

Innovation: Our transformation of an idea into a service that creates value.

Expenditures	2020 Adopted Budget	2021 Adopted Budget
General Public	11,418,032	10,942,305
Public Safety	6,930,068	7,395,718
Highway and Streets	10,047,343	10,567,206
Sanitation	278,650	315,500
Health & Human Services	13,756,677	13,761,188
Culture and Recreation	120,510	123,297
Conservation/Natural Resources	553,010	587,259
GO Debt Service	2,122,813	2,117,163
Transit	30,981	33,150
Economic Development	101,462	113,245
Housing Redevelopment Authority	120,786	123,202
Intergovernment - Regional Library	110,088	110,088
Other Sources		
Designated Future Funds - Debt Services	105,090	105,808
Total Expenditures and Other Sources	45,695,510	46,295,129





ESSENTIAL DUTIES OF THE POSITION

This position provides guidance to the Board of County Commissioners on policies and procedures and directs, manages, and oversees County departmental operations. This position also develops and submits the annual County-wide budget and Capital Improvement Plan to the County Board.

- Directs, manages, and oversees non-elected department heads and employees to include assigning projects and objectives, conducting performance evaluations, developing, motivating, and training, and making hiring, termination, and disciplinary recommendation. Directs, manages, and oversees the activities of all non-County Board-appointed department heads including elected and those appointed by the Courts.
- Serves as Clerk to the County Board which includes developing County Board agendas and archiving County Board minutes.
- Keeps the County Board fully advised of all County-wide activities and prepares operational reports.
- Ensures all ordinances, resolutions, and orders of the County Board are executed.
- Participates in and guides the County's strategic planning by developing short- and long-term goals and objectives.
- Recommends and submits the annual County-wide budget and Capital Improvement Plan to the County Board.
- Performs other duties of a similar nature or level.





DESIRED ADMINISTRATOR ATTRIBUTES

- Be an accomplished and proven leader who understands and values leadership and how that is different than management.
- Be an effective communicator with the County Board, department heads, staff, and the public.
- Be a good listener.
- Have a collaborative approach and work effectively with organization and community partners.
- Be passionate about Nicollet County and embrace the values, mission, and goals of the organization.
- Be caring and considerate to all.
- Be an inclusive leader and a team builder.
- Understand and appreciate input from others so that decisions are well crafted and strategic.
- Value diversity.
- Be accountable and accept responsibility of actions.
- Understand public finance.



NEW ADMINISTRATOR GOALS AND PRIORITIES

- Engage and build trust with the Board, department heads, and all County staff.
- Develop and implement strategies to be visible and accessible to all to demonstrate care and concern for all staff.
- Continue to review and enhance the employee engagement process and make needed changes.
- Develop and enhance relationships with governmental and non-governmental community and regional partners.
- Continue to work with the Board and staff on the development of plans for replacement of the main Public Works facility.
- Enhance and improve the pay for performance system.



POSITION ANNOUNCEMENT

County: Nicollet County, Minnesota

Position: County Administrator

Salary Range: \$111,512 to \$161,692

Application Deadline: 07/07/2021

Job Summary: Provides guidance to the Board of County Commissioners on policies and procedures and directs, manages, and oversees County departmental operations. This position also develops and submits the annual County-wide budget and Capital Improvement Plan to the County Board.

Minimum Qualifications: Master's degree in Public Administration, or related field, and seven years experience in local government administration at the level of a department head or an Assistant County Administrator, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Apply: Visit <https://daviddrown.hiringplatform.com/63216-nicollet-county-administrator/207528-application-form/en>, and complete the process by July 7, 2021. Finalists will be selected on July 27, 2021, and final interviews will be held on August 18, 2021.

Please direct questions to gary@daviddrown.com or 612-920-3320 x109.



DDA

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