

Beltrami County

*Minnesota
Living the Dream*



Mission and Values

Beltrami County will be the catalyst to firmly establish a community that promotes healthy families, environmental quality, expanding economic opportunity, and a quality of life second to none. The County will accomplish this through innovation, commitment, hard work, collaboration, leadership, and customer responsiveness.

Position: County Administrator

Location: Beltrami County, Minnesota

Population: 47,188

2020 Salary Range: \$111,405 to \$141,565

2021 Salary Range: \$114,190 to \$145,104



Vision

Beltrami County will be a model of excellence that others seek to emulate. It will lead the way through collaboration and perseverance, successfully resolving the County's toughest problems, and taking advantage of its greatest opportunities. It will create a legacy and tradition of success that expands opportunity for all of its citizens.



THE COUNTY AND ITS COMMUNITIES

Named after the Italian explorer Giacomo Beltrami, the County of Beltrami was created in 1866 and organized in 1896 with 137 townships. It was part of one of the state's original nine counties. Nineteen townships were given to Roseau County in 1895, leaving 118 full and 37 fractional townships. On May 17, 1897, Beltrami County was fully organized, and Bemidji was named the county seat. In 1902, Clearwater County was created by vote of the residents of Beltrami County, and 28 full and two fractional townships went to the new county. The cities in Beltrami County include Bemidji, Blackduck, Funkley, Kelliher, Solway, Tenstrike, Turtle River, and Wilton, and range in size from 10 residents in Funkley to 15,462 residents in Bemidji. Beltrami County's total population is approximately 47,188 residents, and it is home to Red Lake Reservation, a portion of Leech Lake, and is close neighbors to White Earth. The northernmost portion of the Mississippi River also flows through the County. It is considered the fourth largest county in Minnesota by area.



As the first city on the Mississippi, Bemidji is one of the fastest growing communities in Minnesota and is a tourism hub. As a thriving regional center, the City serves a population of more than 100,000 people. Bemidji is a historically charming, progressive, and beautiful north woods city that offers the finest selection of shopping, dining, lodging, education, recreation, medical care, and so much more. The City boasts a lower than average cost of living. The Bemidji Regional Airport represents one of the busiest regional airports in the state with nearly 30,000 flights annually.

The City of Blackduck, with a population of 840, takes great pride in its forward-thinking, growth-centered approach to community. Its business district includes medical services, postal services, a school district, banking, restaurants, lodging, sporting goods, specialty shops, a convenience store, a grocery store, golfing, parks, trails, bowling, a movie theater, and much more. The City of Blackduck is located near Blackduck Lake along the northwest edge of the Chippewa National Forest. With the Continental Divide situated just outside of Blackduck city limits, many people consider the town to be located at the top of the world.



With a population of just 10 residents, the City of Funkley is known as the least populated incorporated area in the state, which once was on the line of the Minnesota and International Railway.

Named for A.O. Kelliher, a businessman in the lumber industry, the City of Kelliher is home to 259 residents and boasts a beautiful city park and recreation area. Kelliher offers multiple dining and lodging options and a business incentive program to encourage the creation and expansion of business in the City.

As bedroom communities for nearby Bemidji, the City of Solway has a population of 89 residents, and the City of Wilton has a population of 244.

Having gotten its name from Mr. M.R. Brown, who was the Mayor of Crookston, Minnesota, around 1900, the City of Tenstrike has a population of 211 residents and was incorporated on March 11, 1901.

Turtle River is a city of 80 residents that is located approximately 17 miles northeast of Bemidji. Until his death in 2014, Gary Burger, lead guitarist and vocalist for the band *The Monks*, was Mayor of Turtle River.

ECONOMIC VITALITY

The region is fortunate to have one of the state's fastest growing and most vibrant economies. With the support of Greater Bemidji, a non-profit organization that works to drive development and promote prosperity in the region, several companies announced major developments within the County over the last few years. In 2019, Delta Dental completed a new, \$12 million facility in the Bemidji Technology Park where 165 new jobs were created with the development. Stittsworth Meats completed a substantial expansion in Turtle River. An estimated 25 jobs have been created in the facility which opened in late 2018. Magnum Trucking developed a new terminal in the Bemidji Industrial Park. The terminal can employ 15 people. Top Line Group, LLC. also expanded its operation in the Bemidji Industrial Park and added 35 new jobs. The developments noted are estimated to provide \$164,000 annually in property tax to Beltrami County.



Greater Bemidji's LaunchPad is a one-stop-shop for all County entrepreneurs. With the LaunchPad, County residents have access to technical assistance, business planning, mentoring, space, and funding.

Other organizations including the Bemidji Chamber of Commerce, the Northwest Indian Community Development Center, and the Headwaters Regional Development Commission exist to help the region as a whole be successful and move the communities forward.

HEALTHCARE

There are numerous quality medical facilities that serve the residents and visitors of Beltrami County. Sanford Health, one of the largest health systems in the United States, owns and operates a number of facilities in Beltrami County, more specifically in Bemidji, Blackduck, and Kelliher. Sanford in Bemidji offers comprehensive care through its many services including emergency care, surgery, family medicine, pediatrics, cancer care, women's health, and much more. Patients in Blackduck have access to a pharmacy, outpatient rehabilitation, as well as emergency care, palliative care, examinations, vaccinations, and more. The Sanford Health Kelliher Clinic offers specialties and services including family medicine, laboratory services, cancer screening, and immunizations.



Red Lake Hospital Indian Health Service provides a variety of services to American Indians and Alaska Natives of Beltrami County. Services of the facility are comprehensive and include ob/gyn, diabetes care, physical exams, surgery, physical therapy, laboratory and radiology services, dental services, and much more.

Serving veterans of the community is the Bemidji VA Community Based Outpatient Clinic. Veterans have access to primary care providers, behavioral health services, laboratory services, and specialty care referrals to the Fargo VA Medical Center.

EDUCATIONAL OPPORTUNITIES

Beltrami County is served by four great school districts – Bemidji Public School District, Blackduck Public School District, Red Lake Public School District, and Kelliher Public School District.



The Bemidji School District consists of eight elementary schools, one middle school, and one high school and serves over 5,000 students. There is also an alternative high school program for students who wish to remain in a traditional, seat-based program. This district is one of the largest in the state in terms of land area. Students from the Cities of Solway, Tenstrike, Becida, Turtle River, Wilton, Puposky, and portions of Cass Lake attend this district.

Bemidji is also home to four charter schools – Voyageurs Expeditionary School, TrekNorth, Schoolcraft Learning Community, and Aurora Waaskone.



Blackduck Public School District is composed of one elementary school and one junior/senior high school. Serving over 600 students in PreK-12th grade, Blackduck Schools offer a low student/teacher ratio.

Red Lake Public School District is also a PreK-12th grade district that consists of the Ponemah Elementary School, the Red Lake Elementary Complex, and the Red Lake Secondary School.

The elementary complex houses nearly 600 students in grades K-5, and the elementary school houses over 200 students in PreK-8th grade. The Red Lake Secondary Complex is comprised of a middle school which serves approximately 230 students in grades 6-8 and a high school that serves approximately 280 students in grades 9-12.

The Kelliher Public School District is a Minnesota Celebration School that houses students in PreK-12th grade. The district serves a diverse population of approximately 300 students. The school facility is only 22 years old and provides many state-of-the-art amenities.

There are also private school options available in the County for those families looking for denominational education. St. Mary's Mission School is a preschool-6th grade Catholic school that serves the Red Lake Indian Reservation. Located in Bemidji are St. Philips School, a Catholic school that serves students in PreK-8th grade, St. Mark's Lutheran School serving students in K-8th grade, and Heartland Christian Academy, a non-denominational school that teaches PreK-12th grade students.

Another notable educational facility in the County is the Concordia Language Villages which is a program of Concordia College. Concordia Language Villages is a world-language and culture program serving youth, adults, educators, and professionals. The facility uses immersion techniques to teach 15 languages and inspire courageous global citizens.



For those looking for higher education options, the County is fortunate to be home to Bemidji State University, Oak Hills Christian College, Northwest Technical College, and Red Lake Nation College.

RECREATIONAL ACTIVITIES

It's no surprise that Beltrami County is your destination for outdoor recreation. This is a great place to be. People work 50 weeks a year to spend two weeks in Beltrami County.

With over 400 fishing lakes in the region, over 440,000 acres of forest in the County, and numerous state, county, and city parks scattered throughout the area, there is no shortage of opportunities for fishing/boating, hiking/biking, hunting, water sports, bird watching, and so much more. Visit the Paul Bunyan Trail, Lake Bemidji State Park, or the Chippewa National Forest, and you will see what makes this a truly breathtaking area.

During the summer, more than 25,000 visitors a month stop to take pictures at the iconic statues of Paul Bunyan and Babe the Blue Ox located on the shore of Lake Bemidji, as Bemidji has been recognized as the home of Paul and Babe.



There are endless opportunities to take in visual and performing arts in the community as well as culture and heritage. Visit the nationally-recognized Sculpture Walk or the Watermark Art Center in Bemidji which features local, regional, and national artists, or visit one of the local theater companies to view award-winning performances. Beltrami County is a great place to immerse yourself in Ojibwe arts and culture as the area is home to three large Indian Reservations – Leech Lake Reservation, Red Lake Reservation, and White Earth Reservation. There are also four great area casinos to visit.

The Sanford Center is the hub of social, cultural, and recreational events in north-central Minnesota. It serves the broader regional community with an estimated \$22 million annual impact on the economy. This multipurpose 185,000 square foot, 4,700 seat regional event center, located on the south shore of Lake Bemidji, opened in the fall of 2010.



Dining and shopping opportunities are also abundant throughout the area. With a variety of international cuisine, coffee shops, a microbrewery, a winery, and fine or casual dining restaurants, you can be sure your tastes will be satisfied. Shoppers can find clothing, vintage treasures, artwork, local gifts, home furnishings, and more by browsing at the local shops. When you finish your day, rest your head at one of the many resorts and lodges situated on the area lakes.

You can be assured that when you visit Beltrami County, you will find annual events taking place in the area. Some popular events to check out include the Bemidji Jaycees Annual Water Carnival, the Lake Bemidji Dragon Boat Festival, Kelliher's annual Big Bog Festival, the Beltrami County Fair, the Bemidji Blue Ox Marathon, and so many more.



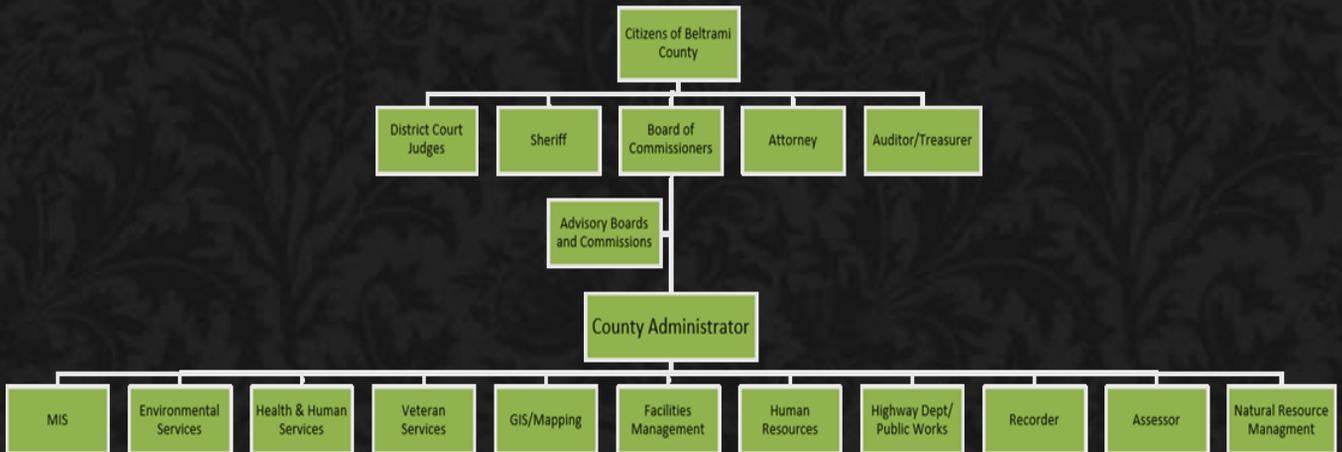
THE ORGANIZATION

Beltrami County is governed by a five-member Board of Commissioners each representing the residents of their own voter district. The Board is charged with overseeing county operations and addressing citizen concerns. Along with the Commissioners, other positions elected by the citizens of Beltrami County include the County Attorney, the County Sheriff, and the Auditor/Treasurer.



Beltrami County employees are the greatest asset of the county government. The County is fortunate to have caring and responsible employees with effective and knowledgeable department heads.

Including the Commissioners, Beltrami County employs 370 full-time, 31 part-time, 6 casual, 19 seasonal, and 3 temporary workers.



Expenditures	2019	2020
General Government	11,111,603	11,790,281
Public Safety	12,176,818	13,049,123
Highway & Streets	19,910,117	16,212,412
Sanitation	4,402,723	3,854,498
Human Services	32,304,123	32,773,753
Health	2,066,108	2,229,270
Culture & Recreation	1,151,174	958,943
Conservation	1,607,847	1,344,831
Economic Development	350,060	339,306
Capital Outlay	280,000	280,000
Debt Service	1,780,675	1,814,988
Total Expenditures	87,141,248	84,647,405

ESSENTIAL DUTIES OF THE POSITION

- Communicates with County Commissioners to review, discuss, and provide advice regarding Board policy-making, county resolutions and ordinance activity, and actions required by law to be performed by the County Board of Commissioners; proposes policy recommendations to the Board concerning County administrative affairs.
- Directs the daily operations of the County; hires, supervises, and evaluates non-elected department directors and other direct reports; communicates with County department directors to provide advice and direction regarding operations, services, and issues encountered in respective departments; ensures that policies and programs enacted by the County Board are effectively implemented by department directors.
- Measures organizational and individual accomplishments within the County structure against established plans and timelines.
- Prepares and presents the County budget to the Board of Commissioners; advises the Board on the financial position of the County; enforces provisions of the County budget.
- Monitors and communicates any federal, state, and local government administrative, legislative, and judicial developments that may affect County operations to the Board, department directors, employees, and the public; lobbies, provides information, coordinates political activity, and orchestrates appropriate partnerships to advance County needs and requirements at the state level.
- Analyzes County property tax capacity and effect of levy increases on the property tax rate; analyzes and recommends bonding levels and projects to the County Board in relation to program needs, current bonding levels, and tax base.
- Recommends short- and long-range goals and benchmarks to the County Board.
- Negotiates labor agreements.
- Prepares written correspondence, memoranda, and reports on behalf of the County Board and Administrator's office; composes press releases, articles, and budget narratives.



DESIRED ATTRIBUTES

- Be a good listener
- Have enthusiasm for the job, the organization, and Beltrami County as a whole
- Have the ability to build and maintain trust with the Board, staff, and community
- Be able to build and maintain relationships with community partners and tribal leaders
- Have the ability to lead the organization in a visionary yet logical way
- Be an effective decision maker who understands their role in the organization
- Be firm and fair when dealing with challenges
- Be open minded
- Have the ability to turn concepts into reality
- Have an understanding and appreciation for working effectively with tribal leaders
- Be able to handle constituent concerns regarding County services
- Understand and appreciate the rural nature of the County
- Be a team builder
- Have a passion for learning
- Possess high level organizational management skills
- Lead by example
- Understand and appreciate how technology can be utilized to increase efficiency and improve customer service
- Have a deep understanding of cultural matters and be motivated and committed to working with partners on finding solutions
- Accept responsibility and be accountable in all aspects of the position

GOALS/PRIORITIES

- Assist in the discussion of long-term facility needs especially as it pertains to a new or remodeled jail
- Build upon already good relationships with local legislators to ensure Beltrami County has a seat at the table on matters of importance to the County and its citizens
- Initiate strategies that address succession planning with a focus on the development of talent from within the organization
- With the Board and leadership staff, develop a strategic vision for the organization that integrates consensus items
- Develop a technology plan that increases efficiency and enhances the customer experience
- Continue enhancing policies, procedures, and work practices that are welcoming to all



POSITION ANNOUNCEMENT

Position: County Administrator

Location: Beltrami County, Minnesota

Salary Range: \$111,405 to \$141,565



General Duties:

Performs complex executive work directing the operations of the County government. Work is performed under the general direction of the Board of Commissioners. Organizational supervision is exercised over department directors and other assigned personnel.

View the full position profile at <https://www.ddahumanresources.com/active-searches>.

Minimum Qualifications:

Bachelor's degree and eight years of related experience.

Apply:

Visit <https://daviddrown.hiringplatform.com/43861-beltrami-county-administrator/153672-application-form/en>, and complete the application process by September 3, 2020. Finalists will be selected by the County Board on September 22, 2020, and final interviews will be held on October 14, 2020.

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



DDA Human Resources, Inc.
Faribault Office
1327 Merrywood Court
Faribault, MN 55021
Phone: 612-920-3320 x109
Fax: 612-605-2375

gary@daviddrown.com
www.ddahumanresources.com