

St. Croix County, Wisconsin

Invites your interest in the position of

COUNTY ADMINISTRATOR



ABOUT ST. CROIX COUNTY

With a population of just over 90,000, St. Croix County is among the fastest growing counties in the state of Wisconsin and is home to an area full of history, vibrant communities of artists, and some of the most beautiful landscapes in the Midwest.

Visit one of the County's historic communities to spend a relaxing day exploring boutiques and antique shops full of unique finds. In between shopping, take a break and grab a refreshing beverage at a local café or tavern. Later you can entertain with dinner at one of the many eateries found throughout St. Croix County. No matter which community you visit in St. Croix County, you'll be sure to find a variety of locally owned and nationally-known stores and eateries. If you are looking for adventure, you can hike the State and County parks, explore the many lakes and rivers, sail the beautiful St. Croix riverway, and so much more.

St. Croix County is served by an Interstate, state highways, and County roads that provide ease of travel to the cities, towns, villages, and recreational areas in the County. Located just east of the Twin Cities metro area offers advantages like best-in-class business services, cultural amenities, and easy access to the Minneapolis-St. Paul International Airport. Although the State's fastest growing county, St. Croix is home to a large semi-rural area with an exceptional quality of life.

Education is a priority of all communities within St. Croix County. The school districts are known to provide a wonderful student-to-faculty ratio. Throughout the County are six school districts providing education from pre-k through 12th grade. In addition to rigorous academics, students have the opportunity to join various clubs, sports programs, and extracurricular activities. The educational opportunities do not stop after high school. Graduates and non-traditional students alike can expand their knowledge and be better

prepared for employment through the post-secondary educational opportunities in and around the County. Local technical colleges and universities offer education programs in the areas of agriculture, business, trade and industry, and a variety of bachelor and master’s degree programs.

Residents have access to hospitals, clinics and pharmacies that provide services to suit everyone’s needs. A variety of medical providers, dental providers, and alternative medicine such as chiropractic care can be found in the area.

St. Croix County supports a healthy community for families and businesses to grow and prosper.

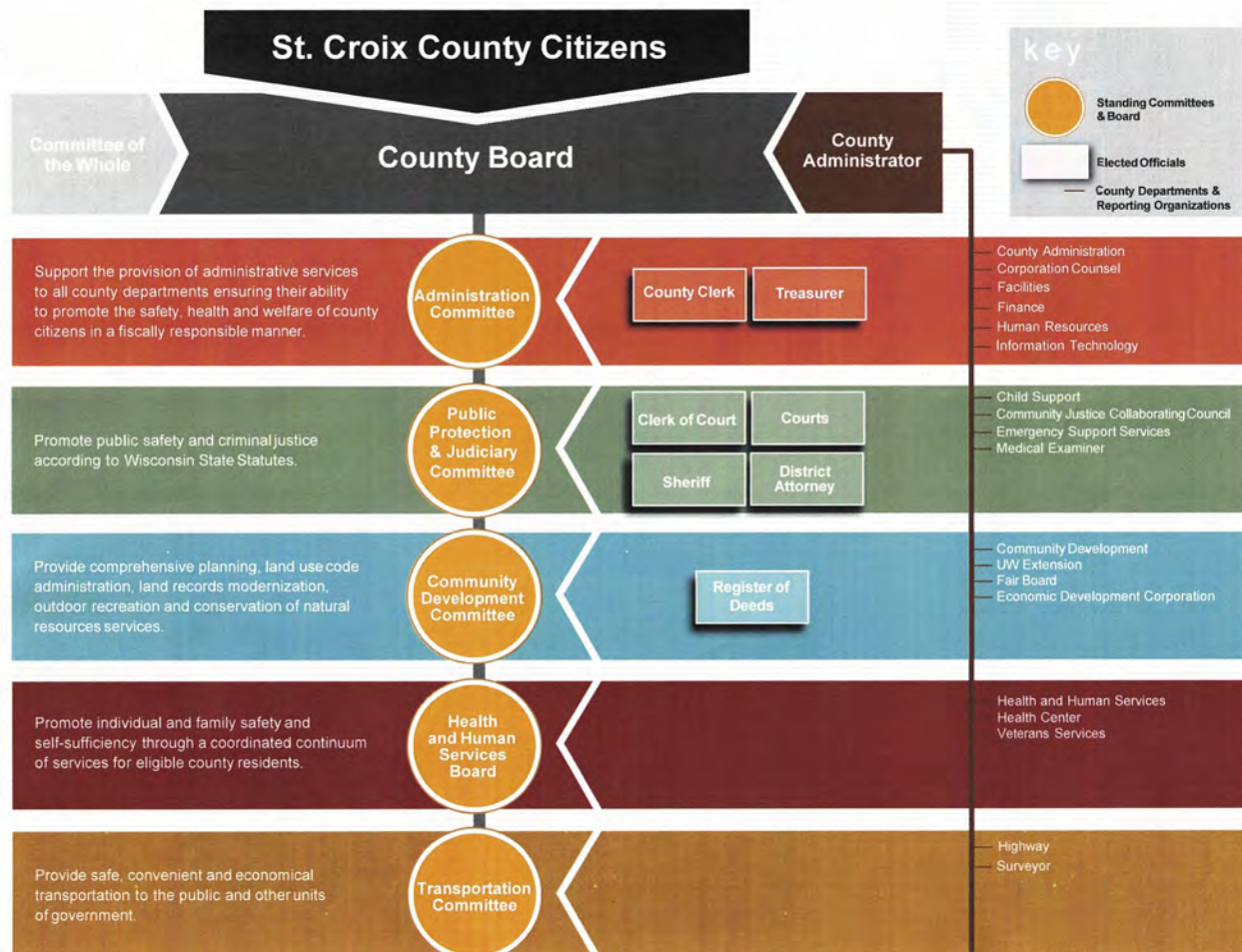
Additional information about St. Croix County is available at www.sccwi.gov.

GOVERNANCE AND ORGANIZATION

St. Croix County operates under the Board of Supervisors/County Administrator form of government. The legislative powers of the County are vested in a nineteen-member County Board. The Supervisors are elected by district, for a two-year term, on a non-partisan basis. No County officer or employee is eligible to be a County Supervisor. A Supervisor may also be a member of a town board, city council, or village board.

The St. Croix County Board of Supervisors operates under a committee system and county administrator form of government. The County Board of Supervisors’ responsibilities are to exercise policy supervision of County activities through its committee system and to adopt the annual County Budget and establish a tax rate for the support of County services.

The County Administrator is the chief administrative officer of the County under Wisconsin Statutes §59.18. The County Administrator works under the general supervision of the Administration Committee. The County Administrator administers, directs and coordinates the activities of the County personally or through County departments in accordance with laws and ordinances, policies, goals and objectives established by the County Board.





County Administration Building in Hudson

The Office of Administration oversees a budget over \$104 million and a work force of more than 650 employees. The operating budget as well as a five-year Capital Improvement Plan is developed annually and presented for review and approval by the County Board.

ABOUT THE COUNTY ADMINISTRATOR (From St. Croix County Administrator Job Description)

The County Administrator is the chief administrative officer of the County under Wisconsin Statutes sec. 59.18. The County Administrator is appointed by, and is accountable to, the County Board. The County Administrator works under the general supervision of the Administration Committee. The County Administrator provides sound information and recommendations to the County Board so they may make policy decisions in the best interests of the County. The County Administrator then administers and coordinates the policies of the County; and manages the overall County operations in a fiscally responsible manner through department heads in accordance with laws and ordinances, policies, goals and objectives established by the County Board.

Essential responsibilities include but are not limited to:

- Directs, supervises, and coordinates all administrative and management functions of the County's departments and agencies under direct jurisdiction or fiscal control of the County Board. Ensures effectiveness and efficiency of the day-to-day operations of all County government functions.
- Researches and recommends the establishment and modification of County policies and interprets for and advises department heads concerning board policies, directives, and expectations. Ensures the policies and programs adopted by the County Board are effectively carried out.
- Appoints and supervises all department heads of the County, other than the Constitutional officers who are elected in general elections. Appointments of department heads are subject to County Board confirmation.
- Ensures all finances and resolutions adopted by the County Board are faithfully executed.
- Appoints the members of all boards and commissions that are not elected by the County Board, subject to the confirmation of the County Board.
- Directs the preparation of all research, studies, and reports the County Board may require concerning operations of the County; prepares plans and programs for the County Board's consideration in anticipation of future needs.
- Oversees the County's contracts for goods and services.
- Collaborates with the County Board in establishing clearly defined metrics that measure the implementation and outcomes of the County Board Policies and Processes. Reviews with the County Board the established metrics on a quarterly basis.
- Attends all meetings of the County Board and the Committee of the Whole, except when excused by the County Board Chair, and advises the County Board and/or recommends courses of action to the County Board. Attends and participates in meetings of County Board standing committees as needed.

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Department Work Plans

Department Heads create work plans based on adopted budget in support of task linked to Strategic Initiatives. Work plans are typically reviewed by the Standing Committees.

County Budget

Largest policy document annually adopted by the County Board. The spending decisions are based on support for Strategic Initiatives.

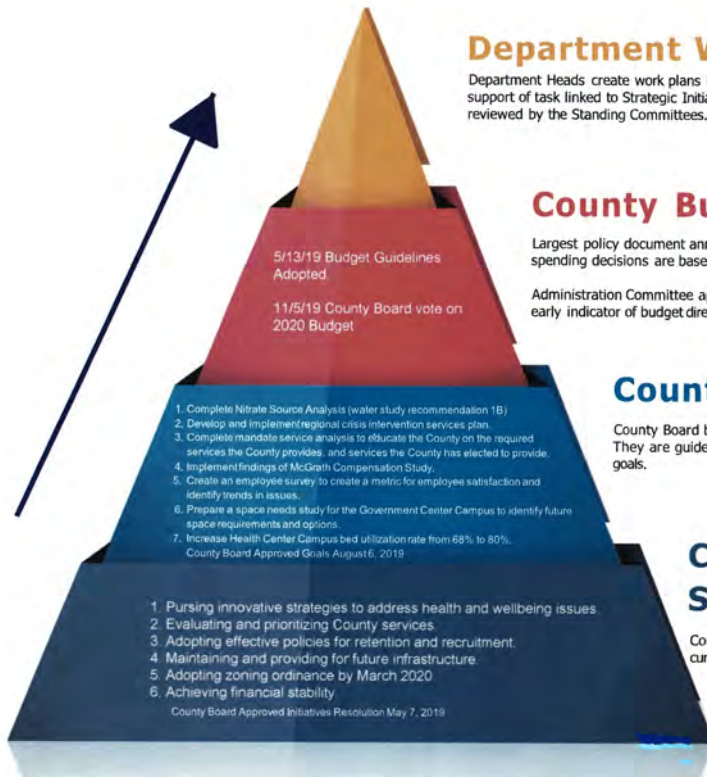
Administration Committee approves Budget Guidelines which are an early indicator of budget direction.

County Administrator Goals

County Board by Resolution establishes goals for the County Administrator. They are guided by Strategic Initiatives and provide details and measurable goals.

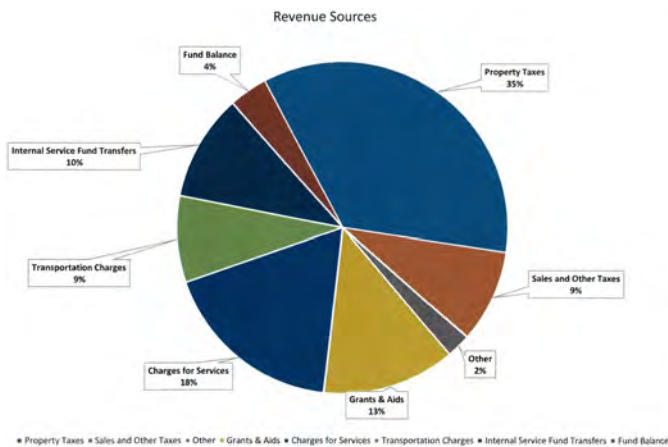
County Board Strategic Initiatives

County Board establishes Strategic Initiatives annually for current issues, providing direction for County priorities.



Budgeted Revenues	2019 Budget	2020 Recommended	Change
Property Taxes	34,336,285	36,366,478	2,030,193
Other Taxes	8,767,000	9,316,700	549,700
Intergovernmental	12,788,241	13,548,200	759,959
Permits, Fines, Penalties	690,200	757,700	67,500
Charges for Services	16,407,170	18,481,221	2,074,051
Transportation Charges	8,434,500	8,671,674	237,174
Miscellaneous	1,168,525	1,819,504	650,979
Internal Service Funds	8,955,000	10,735,000	1,780,000
Fund Balance	5,375,095	4,514,909	(1,860,186)
	\$ 97,922,016	\$ 104,211,386	\$ 6,289,370

Budgeted Expenses	2019 Budget	2020 Recommended	Change
General Government	12,710,905	13,249,199	538,294
Internal Service Funds	10,260,015	13,155,000	2,894,985
Capital Projects	2,753,500	2,747,700	(5,800)
Public Safety	13,632,111	14,411,109	778,998
Health and Human Services	28,457,634	31,390,950	2,933,316
Highways	17,012,901	17,941,467	928,566
Education and Recreation	2,201,209	2,246,584	45,375
Conservation and Development	2,984,642	3,226,244	241,602
Debt Service	7,909,099	5,843,133	(2,065,966)
	\$ 97,922,016	\$ 104,211,386	\$ 6,289,370



County Bond Rating

St. Croix County's Aa1 rating is second highest possible rating

Moody's	# of Rated Counties
Aaa	5
Aa1	11
Aa2	14
Aa3	7
A1	2
A2	3
A3	0
Total	42



- Supports the County Board by assisting with the preparation of County Board meeting agendas and minutes, and all resolutions and ordinances to be presented to the County Board.
- Provides the County Board with regular reports and data regarding County programs and activities.
- Monitors, reviews and keeps the County Board fully informed of any federal and state administrative, legislative and judicial developments that may affect or impact the County. Solicits and represents the County Board's position on proposed legislation, drafts responses to legislators and others and recommends amendments. At the request of or with approval by the County Board, represents the County at state legislative meetings or hearings, or engages in lobbying efforts, on behalf of the County.
- Directs long-range strategic planning for all County activities.
- Presents capital improvement program proposals to the County Board.
- Evaluates, on a continuing basis, the levels of service provided by County departments and recommends the establishment and/or modification of policies, procedures, or operating standards. Recommends reorganization, improvement, or development of new functions, or abandonment of unnecessary functions, to the County Board.
- Works with the Administration Committee to establish procedures and schedules for the preparation of each annual County budget based on priorities established by and directives of the County Board. Conducts and schedules budget meetings and/or hearings on budget requests with the Administration Committee. Attends budget meetings of and makes budget recommendations to the County Board.
- Executes the adopted budget, ensuring that all expenditures of County funds are made in strict compliance with the budget; reviews and administers all department and agency requests for adjustments or transfers of budgeted funds with Finance and the Administration Committee as required by law and County policy.
- Makes regular financial reports to the County Board, keeping the County Board fully advised as to the financial condition of the County and its future financial needs.
- Develops financial plans in which revenues and expenditures are projected against anticipated County growth and recommends methods of financing future needs.



CURRENT ISSUES AND OPPORTUNITIES

- St. Croix County recently hired a Public Information Officer to further public understanding of the services provided by the County. Residents are generally satisfied with the County government.
- St. Croix is essentially two counties; the urban/suburban west side is within an easy commute to the Twin Cities while the east side is very rural and agricultural. The urban/rural divide is growing as the County is experiencing the most rapid county population growth in Wisconsin.
- A variety of issues, such as water protection and land use, lead to differing urban/rural points of view.
- Rural areas of the County are concerned that they may receive less consideration than their more urban neighbors.
- A looming issue -- the County needs a comprehensive office space needs analysis and to develop a creative, efficient and economical plan for office space and service provision. Courts, the jail and some administrative offices are at or nearing capacity.
- COVID-19 poses both a health as well as a financial concern to the County, although the virus has not yet significantly hit St. Croix County.
- Wisconsin governments are under a state budget tax levy limit. New growth is exempt.

REQUIREMENTS

St. Croix County plans to hire an energetic, bold, and dynamic leader as its next County Administrator. The County Administrator will assist the Board of Supervisors in developing policy while diligently working to implement their policies and managing the day-to-day operations for the Board.

The successful candidate will have a solid track record of successful collaborative management that meets the policy objectives of the governing board and that provides exceptional public services which benefit the entire County.

Education and Experience

- Master's Degree in Public Administration, Business Administration, or related field.
- Ten years' experience in a progressively responsible management position in a complex organization.
- Five years senior management level experience in public sector.
- ICMA Credentialed Manager certification is preferred

Characteristics of the Ideal Candidate

Important Knowledge, Skills and Abilities

- Appreciates the structure and management challenges inherent in Wisconsin counties.
- Understands the programmatic, service delivery and space needs for jurisdictions facing a rapidly growing and diversifying population.
- Possesses a record of successful collaboration with other jurisdictions.
- Is a self-starter and strategic thinker who sets and directs the tactical steps designed to meet the goals set by the Board.
- Experienced in managing complex financial and human relations challenges.
- Offers evidence of staying current in the profession

Style with the Board of Supervisors and other elected officials:

- Supports the policy-making prerogatives of the Board of Supervisors.
- Performs both publicly and privately in an apolitical manner.
- Is available and accessible to all Board members.
- Exemplifies integrity and high personal ethics in all actions

- Demonstrates excellent oral and written communication skills which are exercised regularly with the Board of Supervisors as a whole.
- Facilitates the building and implementation for a strategic plan with the Board.

With Staff

- Fosters a positive and highly motivated customer service culture.
- Develops feedback loops and/or surveys of recently served customers to assess the level of customer service and any emerging trends of improvement or deterioration of service satisfaction.
- Trusts and supports staff.
- Facilitates communication and service coordination among departments and individual staff.
- Develops performance metrics which demonstrate the degree Board goals are attained and Board policy followed.
- Is a fair, evenhanded and consistent team builder.
- Can be counted on to coach and mentor while encouraging and supporting individual professional development.

With the Community

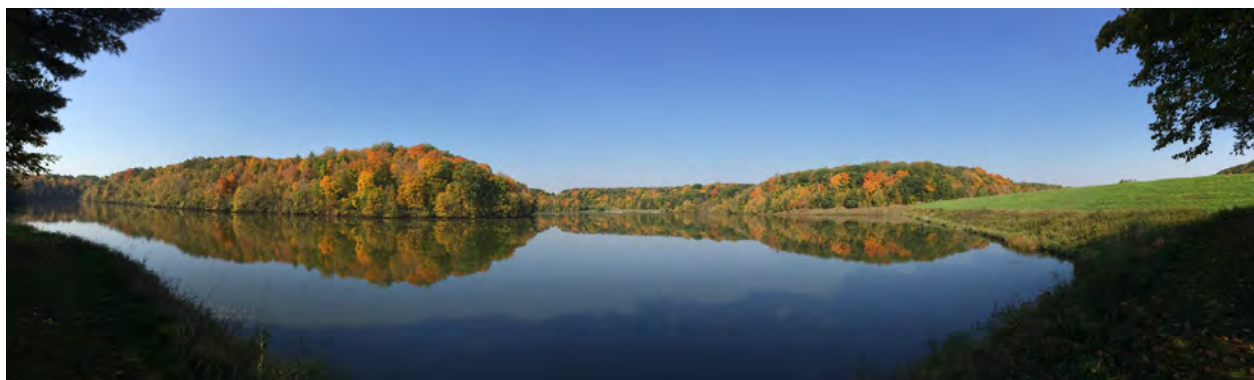
- Understands at times conflicting viewpoints of urban/suburban/rural constituencies.
- Anticipates the needs of jurisdictions with rapidly growing populations.
- As necessary responds to invitations to attend civic and community meetings.

TO APPLY

The position will remain open until filled. A first review of resumes is scheduled for November 13, 2020. Please e-mail a detailed resume with a cover letter and current salary to:



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