

CASS COUNTY, MICHIGAN

COUNTY ADMINISTRATOR/CONTROLLER



Surface Water Wetlands

There are numerous lakes, streams and rivers in Cass County. These natural resources are widely valued throughout the community. In fact, there are 10,000 acres of surface waters in Cass County.

Equally as important are the wetlands that serve to protect the quality of waters in the County.

ABOUT CASS COUNTY MICHIGAN

Established by the Territorial Legislature on November 15, 1829, and named in honor of Governor Lewis Cass, Cass County today offers a vibrant and thriving blend of opportunities and lifestyles.

Located in southwest Michigan just north of South Bend, Indiana, and within a short distance of Chicago, Kalamazoo, Grand Rapids, Lansing and Detroit, Cass County is unique in its ability to satisfy the desires of those who prefer country living, lake-front environments or small city life and those who seek the benefits that proximity to metropolitan areas offers – such as access to entertainment, education, culture and services. The best kept secret however, is that residents and visitors need not look beyond the commu-



Cass County Courthouse

nity to access all they desire.

Cass County boasts lakes, golf courses, tennis courts, hiking and biking trails, museums, art galleries, libraries and restaurants and a broad variety of activities offer residents and visitors opportunities for recreation and education throughout the year. In addition, it is home to an excellent community college, award-winning schools, and offers easy access to two major universities

– the University of Notre Dame and Indiana University, South Bend.

Over 50,000 people call Cass County home and Cass County Government, including townships, villages and the City of Dowagiac, are committed to maintaining the quality of life and opportunities that has made this community so attractive.

Cass County Economy
Through a varied residential, agricultural,

ABOUT CASS COUNTY
(CONTINUED)

commercial and industrial base, the County has, in past years, enjoyed a relatively stable economic environment. The recent economic downturn has affected Cass County in many of the same ways that it has affected the national economy. In response, the County is continuing to develop local strategies to contribute to economic recovery. Borgess-Lee Memorial Hospital in Dowagiac continues to provide health care ser-

vices as well as employment opportunities. Higher education is available to County residents and others at Southwestern Michigan College.

Finally, in addition to established industrial parks in Dowagiac, Cassopolis and Edwardsburg, the County possesses other sites which have nearby rail and highway access. Based on the 2000 census, there are 19,676 occupied housing units in the County. Of these units, 81.9% or 16,106 are owner occupied. Southwest Michigan has one of the most affordable housing markets in the nation.



Animal Control Facility

THE COUNTY

Cass County is governed by a 15-member elected Board of Commissioners. The Board serves as the County's policy-making and legislative body. The Board appoints the County Administrator/Controller. Board members are elected on a partisan basis, by district, to two-year terms with all members elected every two years. The Chairperson serves for a one-year term.

The County provides a diverse range of services including law enforcement, justice

administration, human services, public and mental health services, document administration, maintenance of roads, parks and drains, residential nursing home and other services. The County employs approximately 170 FTE's and has a FY-10 total

budget of \$14,569,971. Cass County has benefitted from sound fiscal management and with its non-automobile driven economy, is currently in strong financial condition.

The Cass County workforce is trained and mobile. 38.6% of the workforce works in the County and 61.4% commutes to work in all of the surrounding counties.

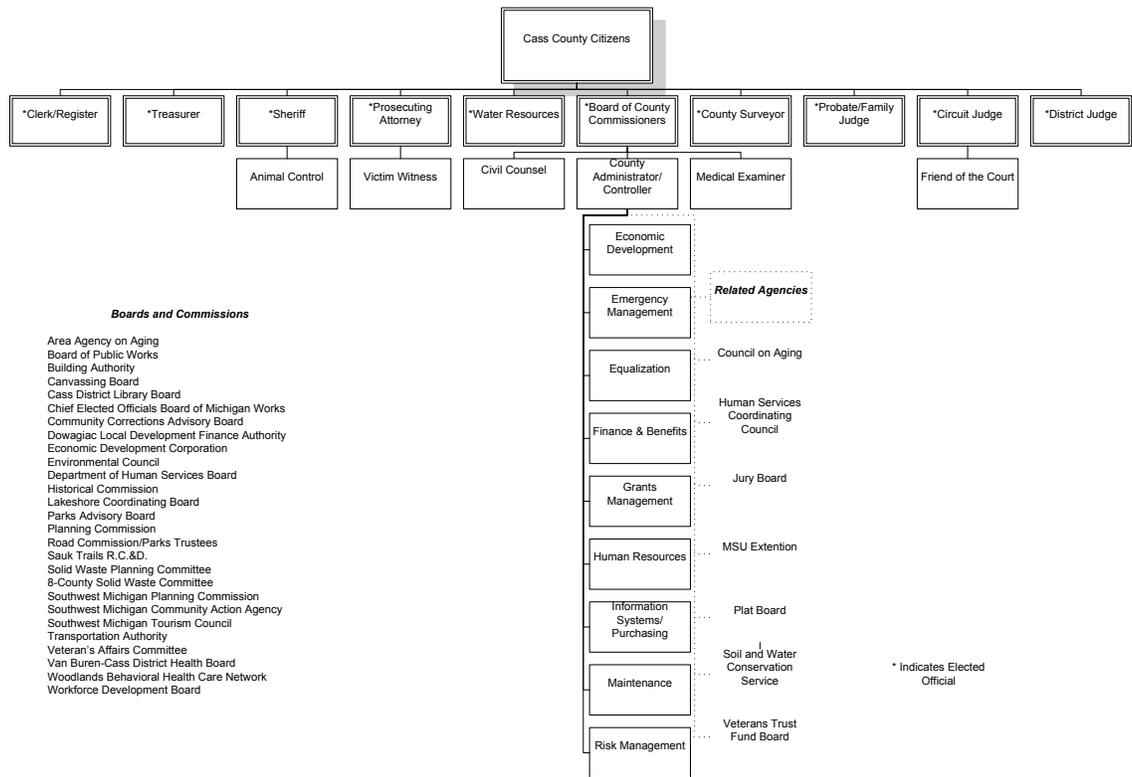
The County's workforce is so good that many businesses have started up in Cass County, grown and stayed.



Cass County Maintenance Facility

Cass County, Michigan

Organizational Chart



ISSUES AND OPPORTUNITIES

- November elections could result in changes in Board of Commission composition
- The 2010 Census could result in a reduction in the number of Board members
- Review of the County Administrator/Controller's office existing organization including staffing levels and allocation of assignments
- Continuing discussion concerning potential renovation of the historic court house and the future of the adjacent County Administration Building
- Several County functions, such as Parks, are funded "on a shoe string" and would benefit from successful grantsmanship and/or other new funding sources

COUNTY ADMINISTRATOR REQUIREMENTS AND CHARACTERISTICS

Minimum Qualifications are a bachelor's degree (master's preferred) and at least eight (8) years of responsible executive level experience (department head and above) in public (government) or private sector management. The ideal candidate will be a team builder with a high level of integrity, will have excellent communication, managerial and financial skills and have experience in economic development and long range planning. He or she must work well with the Board, elected department heads, employees, unions, outside governmental officials, and the public. He or she must be open and trustworthy, embrace diversity and be sensitive to social and societal issues.

Required Professional Strengths and Leadership Characteristics

- Needs to be highly responsive to Board members and communicate with all members equally and evenhandedly, providing each with the same information and at the same time
- Must be forthcoming, transparent and thorough in providing information to the Board
- Is expected to be equally accessible and open to all Board members as well as to elected department heads, staff and citizens

COUNTY ADMINISTRATOR/CONTROLLER EQUIREMENTS AND CHACTERISTICS: (CONTINUED)

Slavin Management Consultants

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at:
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- Strong in finance and budget
- Understands land use planning and “smart growth” concepts
- Understands grantsmanship
- Delegates effectively but is not afraid to “jump in” as needed
- Is a strategic thinker who see the “big picture”
- Has a current understanding of human resources and has experience in hiring, developing and, when warranted in firing employees
- Possesses a comprehensive understanding of the needs of private business and a willingness to work with local business leaders
- Values intergovernmental relations and will establish and maintain cooperative relations with local villages, cities, townships and the county
- Stays abreast of federal and state legislative issues that could affect Cass County
- Stays professionally and technically current

Desired Personal Characteristics

- Possesses excellent written and verbal communication skills
- Exhibits good common sense
- Possesses strong analytical skills
- Politically sensitive but apolitical
- Willing to learn, an adept listener and is receptive to new ideas
- Willing to work with an active Board
- Both self-confident and able to accept criticism constructively
- Is creative, enthusiastic, self motivated and has a “can do” attitude
- Family situation should be compatible with the job
- Willing to make a long-term commitment and doesn't view Cass County as a stepping stone

TO APPLY:

Please submit your cover letter and resume by **October 18, 2010** to:

Robert E. Slavin, President
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