



BECKER COUNTY, MINNESOTA IS SEEKING A COUNTY ADMINISTRATOR

THE COMMUNITY

Becker County, with an estimated population of 34,098, is located on U.S. Highway 10 in West Central Minnesota, 45 miles east of the Fargo/Moorhead metropolitan area. The County encompasses 1,440 square miles and stretches 30 miles north to south and 48 miles east to west.

Situated in one of Minnesota's most beautiful and versatile recreation areas, Becker County has over 400 lakes, abundant streams, and forests and trails that draw visitors year-round to enjoy a variety of outdoor recreational opportunities. It is the only Minnesota county that provides a habitat where all of the Minnesota state symbols can be found: loons, pink and white lady slippers, wild rice, Norway Pines, blueberries and eagles.

Within Becker County, there are 37 townships and seven cities, including the county seat of Detroit Lakes, which is the largest city with a population of 9,216. A portion of the White Earth Indian Reservation is located in the northern part of the County.

Becker County is primarily served by seven school districts: Detroit Lakes Public Schools, Pine Point School, Ulen-Hitterdal Public School, Lake Park-Audubon Schools, Frazee-Vergas Public Schools, Menahga Public Schools and Waubun-Ogema-White Earth School District. Healthcare services are provided by Essential Health St. Mary's Hospital in Detroit Lakes. The hospital provides services that include a birthing center, medical clinic, 24-hour emergency room, and home health services.

Established by legislative action in 1858, Becker County was named for Brigadier General George Loomis Becker of St. Paul. Becker was one of three men elected as members of Congress when Minnesota became a state. Minnesota could only send two members to Congress, so General Becker stayed in Minnesota with the promise that the next county would be named after him.

THE COUNTY

Becker County is served by five commissioners elected from individual districts to serve four-year, staggered terms. The County Board of Commissioners selects a Chair and Vice Chair annually and governs all County affairs through the establishment of policies, priorities, and goals including the adoption of an annual budget and tax levy. The County is organized into subcommittees that study and work on a variety of policy issues before bringing recommendations to the full Board for consideration.

Becker County has four elected officials: County Attorney, County Auditor/Treasurer, Recorder and Sheriff. These officials are elected to four-year terms. The Board appoints a County Administrator who is responsible for overseeing day-to-day operations of those departments that are not headed by an elected official.

Becker County is a full service county providing a wide-range of important functions including: Assessor, Attorney, Auditor Treasurer, Emergency Management, Engineer/County Highway, Environmental Services, Extension, Housing & Economic Development, Human Services, Motor Vehicle, Natural Resource Management, Parks & Recreation, Planning & Zoning, Recorder, Sheriff, Sunnyside Care Center, Transit and Veteran Services. County departments work closely with the Soil & Water Conservation District (SWCD). Becker County Court administration and probation services are under the supervision of the State of Minnesota.

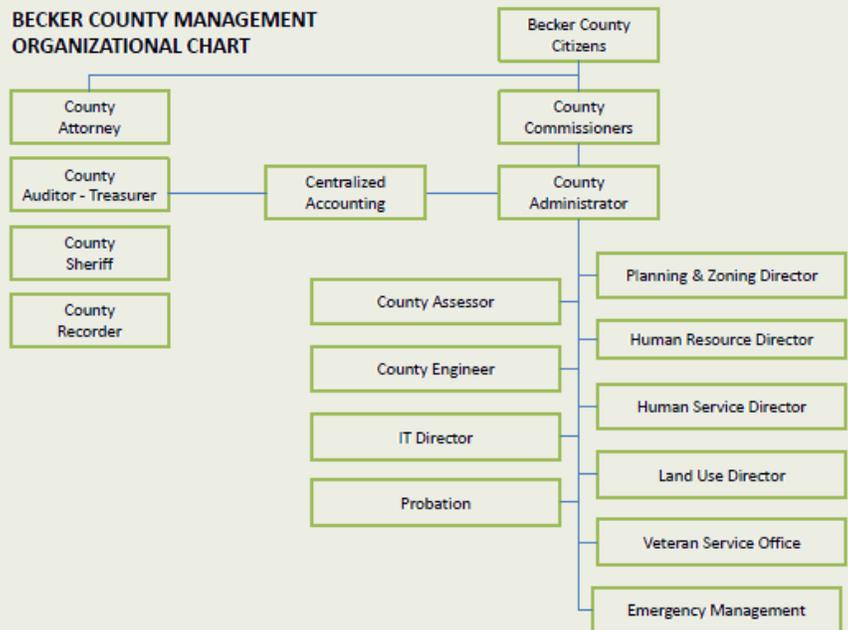
Becker County has a staff of 303 FTEs (full-time equivalents) and estimated 2018 all-funds expenditures of \$52,453,042. The County receives \$.005 of a local option sales tax that annually provides \$2 million for infrastructure projects.

THE POSITION

The County Administrator directs and coordinates the day to day business of the county government in accordance with policies and goals as determined by the County Board. The position exercises wide latitude for independent judgment and decision-making under broad policy guidance and direction from the County Board and supervises nine department heads.

Responsibilities of the County Administrator include:

- Establish and maintain effective working relationships with County elected officials, employees, other units of government, civic and community groups, and the general public,
- Provide overall direction, coordination and evaluation of all programs and functions of government under the jurisdiction of the County Board,
- Manage and oversee implementation of County Board ordinances, regulations, resolutions, and policies,
- Provide the County Board with information to support its decision-making role, prepare agendas and provide reports with options and recommendations on matters coming before the County Board,
- Oversee the County’s financial system by directing, preparing, monitoring, and developing operating and capital budgets, and establishing short- and long-range goals for funding sources,
- Promote positive employee relations and create a team environment of open communication, problem solving and a shared awareness of County goals, objectives and current events, and
- Serve as the County Board’s liaison with state and federal legislators and make recommendations to the County Board on the status of relevant pending legislation.



Desired Capabilities

- Executes position responsibilities with a strong sense of ethics, integrity and accountability; earns the trust and credibility of others,
- Projects energy, enthusiasm and a positive attitude; has a good sense of humor,
- Gets results by effectively working through others; demonstrates appreciation for employees and their work,
- Communicates clearly and transparently; ensures that all Commissioners receive the same information at the same time,
- Strong financial acumen; provides a financial analysis and considers long-range fiscal implications in presenting recommendations to the Board,
- Skilled team leader with experience getting the County organization on the same page,
- Objective and neutral, navigates effectively among Commissioners' diverse opinions without being political,
- Respects and implements County Board decisions,
- Provides a customer service focus; consistently encourages the organization to find ways to improve services,
- Helps department heads be effective in their areas; gives them the latitude to manage assigned operations and holds them accountable for results, and
- Accessible and approachable to the general public.

PROFESSIONAL OPPORTUNITIES

Financial stability. The County Board looks to the County Administrator to maintain fiscal sustainability by projecting long term revenues and expenditures and identifying potential revenue sources. The County Administrator will work with department heads to develop financial analyses and recommendations and provide information for policy and operational decisions.

Capital projects. The County recently completed the construction of a new jail facility. The County Administrator will work with the County Board and affected department heads to determine the priority and timing of ongoing and future projects, such as the highway building and expansion of the city-county airport.

Balanced leadership. The County Administrator will provide leadership and direction in prioritizing and implementing the County Board goals and balancing daily responsibilities with long-term planning.

Strengthening the team. County department heads have a team focus and regularly seek each other's assistance and advice. The County Administrator will build on the existing team to encourage new efficiencies, creative ideas, and integration and coordination of internal and external County services.

Intergovernmental relations. The County Administrator will support and coordinate activities with township, city, school district, tribal government, and state entities including District Court, Probation/Parole, Extension and others. The County Administrator will also engage in discussions about collaboration and partnerships where appropriate.

Effective communication. The County Administrator will identify ways to expand internal and external communications to ensure transparency and to build understanding of issues being discussed and policy decisions made by the County Board.



EDUCATION AND EXPERIENCE

The County Administrator position requires a Bachelor's degree in public administration or a related field, Master's degree preferred, and four years of administration experience, preferably in County government administration. Qualified candidates will demonstrate strong organizational planning skills, a working knowledge of County finances and budget processes, and management and supervisory experience. Candidates must have familiarity with leadership development, team building, labor relations, human resources, and intergovernmental collaboration and demonstrate excellent interpersonal, communications and presentation skills.

COMPENSATION AND BENEFITS

Salary for the County Administrator position is negotiable up to \$124,095, depending on qualifications and experience. Becker County offers a wide range of competitive benefits, including a cafeteria plan consisting of three health plans (including an HSA option), dental, vision, life insurance and flexible spending accounts. The County's monthly contribution rate for 2019 is \$1,278 with the option of cash in lieu of up to \$658.

APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your cover letter and resume online by visiting <https://springsted-waters.recruitmenthome.com/postings/2151>. This position is open until filled; first review of resumes occurs on November 20. Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews will be offered to candidates named as finalists, with reference checks, background records checks, including credit history, and academic and employment verifications conducted after receiving candidates' consent. For more information, please contact Sharon Klumpp at sklumpp@springsted.com or by calling 651-223-3053 (office).

Visit <http://www.co.becker.mn.us/> for more information about Becker County.

Becker County is an Equal Opportunity Employer.



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