

Executive Recruitment for

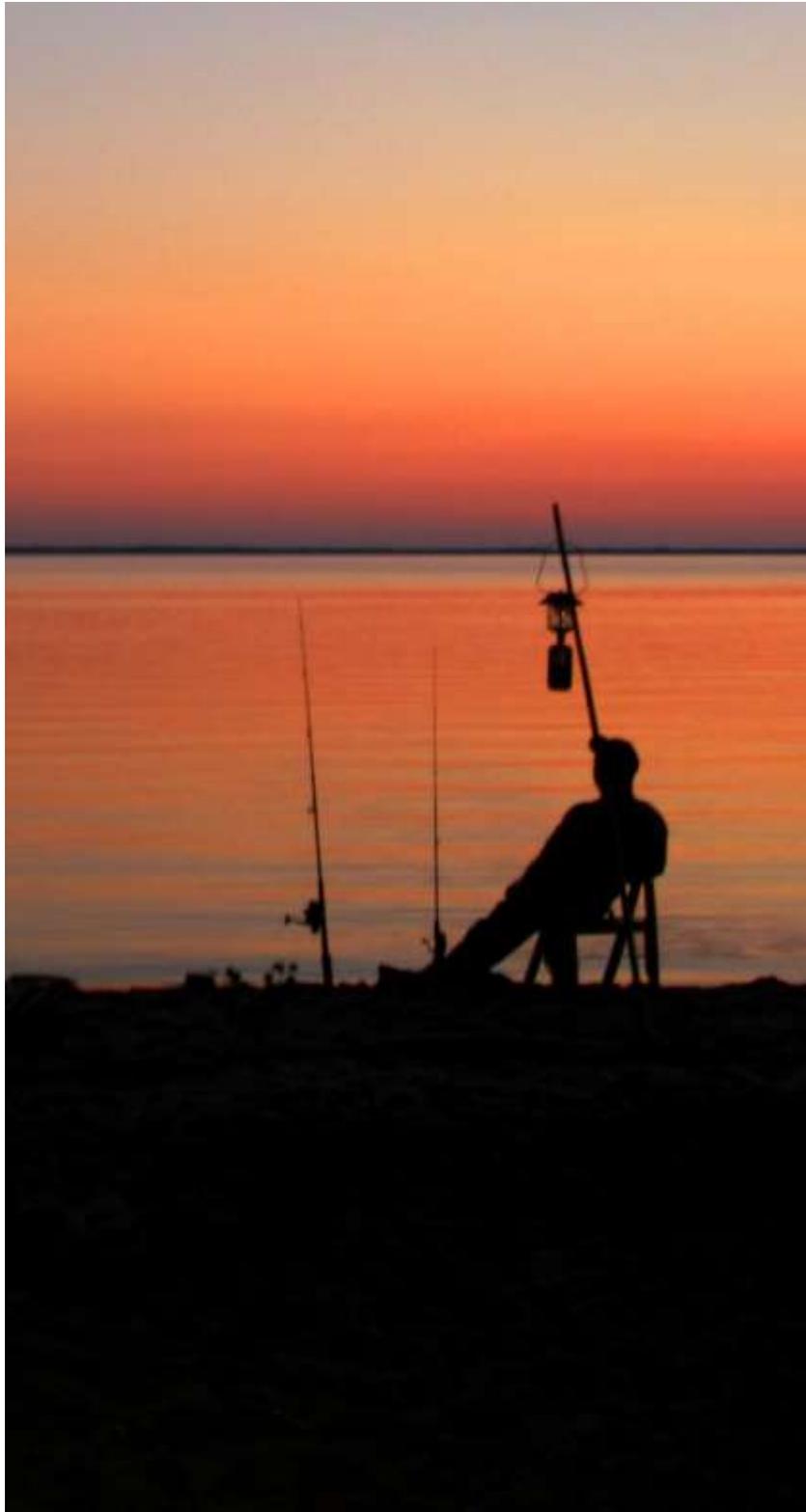
**ADAMS COUNTY, WISCONSIN COUNTY MANAGER/
ADMINISTRATIVE COORDINATOR**

GovHRUSA, LLC is pleased to announce the recruitment and selection process for Adams County's County Manager/Administrative Coordinator. This brochure provides background information on the County as well as the requirements and expected qualifications for the position. Candidates interested in applying for the position should submit their resume and cover letter, along with contact information for five work-related references by February 15, 2017 to Karl Nollenberger, Vice President, 650 Dundee Road, Suite 270, Northbrook, Illinois 60062. TEL: 847-580-4246. FAX: 866-401-3100. Formal applications should be submitted to:

Karl Nollenberger, Vice President

GovHR USA
630 Dundee Road, Suite 130
Northbrook, IL 60062
TEL: 847-380-3240
FAX: 866-401-3100
Formal applications should be submitted to:
www.govhrusa.com/current-positions/recruitment

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ANNOUNCEMENT AND PROFESSIONAL SUMMARY

Adams Co, WI (pop. 20,148) **County Seat: Friendship.** Progressive county with an excellent quality of life located in central Wisconsin seeks experienced local government executive to lead its organization consisting of 288 employees and a \$52.7 million budget. Successful candidates will have well developed collaborative skills, a history of a team oriented management style, experience in budgeting and finance. Candidates required to have a Bachelor's degree (Master's degree preferred) in administration or related discipline along with at least 8 years of administrative management and/or financial experience preferably in government. Prior county experience is highly valued. Salary is \$100,000 plus/minus DOQ. Residency within the County within 6 months of hiring is highly preferred. The County provides an excellent benefit package. Candidates should apply by February 15 with resume, cover letter and contact information for 5 work related references to www.GovHRUSA.com/current-positions/recruitment to the attention of Karl Nollenberger, 630 Dundee Road #130, Northbrook, IL 60062. Tel: 847-380-3240; Fax: 866-401--3100. The position is open until filled.

of six elementary and middle schools (K-8) and the Adams Friendship High School with an enrollment of 618 students. The county attracts businesses in its business parks with the close proximity to Interstates 39, 94, and 90. The hub of summer activity can be found at Castle Rock and Petenwell County Parks, located on the respective flowages of the Wisconsin River. Both offer camping for visitors. The large, clean beaches, boat landings and visitor hospitality have people coming back year after year. Both Castle Rock and Petenwell Lake can accommodate all types of watercraft, while the river below Castle Rock Dam makes for a most enjoyable canoe trip. Wintertime is snowmobiling season; currently over 230 miles of state-funded, well-groomed trails twist through forest and farmland. Afterward, cozy accommodations and dining top off a perfect outing.

Adams County Quick Facts

Population:	20,148 – 2015 Census Estimate
Square miles:	645.65 square miles
Housing Units:	17,394 (85% owner occupied)
Median Home Sale Price (2015):	\$133,100
Median Household Income (2015):	\$45,366

COUNTY BACKGROUND

The County of Adams (population 20,148 – 2015 Census estimate) is a historic, full-service county amidst the rolling hills of scenic central Wisconsin. Friendship is the County seat. Adams County was organized in 1848. The County is 76 miles from Madison, 145 miles from Milwaukee and 125 miles from Green Bay. The Adams name comes from one of the two Presidents with that name—John Adams or John Quincy Adams. Sources differ on which President it was named for. The County has grown from 9,234 in 1970 to 15,682 in 1990 to 20,148 today. Adams County Government builds the foundation for a safe and healthy community through the collaborative efforts of elected officials and dedicated individuals. Opportunities are created for all citizens to enjoy peace of mind and enhanced quality of life through the provision of needed services and programs.

Adams County includes the city of Adams (1,930), the village of Friendship (685) and 17 towns. A portion of Wisconsin Dells (2,678) is also in Adams County. The Adams - Friendship School District consists



COUNTY GOVERNMENT

Adams County operates under the County Board/Coordinator form of government. The legislative powers of the County are vested with a 20-member County Board. Board members are elected by district to two-year terms. The Chair of the County Board is selected by the other Board Members from among the 20-member Board. The Board meets on the third Tuesday of each month. The Board standing committees include the following: Administrative & Finance, Health & Human Services, Highway, Land & Water Conservation, Planning & Zoning, Property, Public Safety & Judiciary, Solid Waste, Community Development Block Grant, and UW-Extension. Other Elected Officials in Adams County include the County Clerk, Sheriff, Clerk of Court, Register of Deeds, and County Treasurer. The District Attorney is appointed by the state but has county employees for staff support. The Departments of the County include County Manager/Administrative Coordinator, Personnel, Health and Human Services, Parks, Emergency Management, Child

Support, Library, Corporation Counsel, Medical Examiner, Solid Waste, Highway, MIS, Planning & Zoning, Veterans Services, Maintenance, and Land & Water Conservation. The UW – Extension is administered by the state but employs county staff support.



The Administration & Finance Committee recommends an appointee for the position of County Manager/Administrative Coordinator. The County Board then appoints the County Manager/Administrative Coordinator who serves at the pleasure of the Board. The County Manager/Administrative Coordinator position was recently upgraded with the adoption of a job description. The County Board policies are in the process of being updated based on the new job description. The County Manager/Administrative Coordinator is responsible for the administration of all departments and functions which are under the jurisdiction of the Board. The County Manager/Administrative Coordinator has the following duties:

- ◆ Coordinates the development of department budgets to ensure consistency with the County's overall policies, goals and objectives. Prepares and presents an annual budget to the County Board for approval.
- ◆ Articulates vision and annual objectives established by the County Board.
- ◆ Assures an annual audit is submitted to the County Board. Resolves issues of concern and/or non-compliance.
- ◆ Coordinates the development of the County's strategic and capital improvement plans. Oversees the implementation of both.
- ◆ Directs all County financial management systems, including accounting services, budget and internal processes and controls. Monitors short-term cash balances and investment of such funds. Manages the County's long-term debt financing program. Serves as auditor for the County, maintaining the County's official books of account.
- ◆ Proposes actions contributing to the efficiency, productivity, and overall improvement of County operations. Provides exhibits and materials for

oversight committees and/or the County Board as necessary.

- ◆ Assures the policy directives of the County Board are implemented. Advises Department Heads concerning County Board policies, directives, and expectations. Receives and reviews department activity reports. Schedules and chairs Department Head meetings.
- ◆ Collaborates with Department Heads. Recommends changes to the County Board and committees in organization and staffing of departments, including creation, consolidation and elimination of programs and positions.
- ◆ Facilitates communication among departments, committees, and the County Board. Attends all meetings of the County Board, except when excused; acting as liaison between individual County Board members and committees and/or departments.
- ◆ Serves as spokesperson and represents the County's interest at legislative meetings, hearings and other places and events. Develops and maintains effective community relations, ensuring timely investigation and response to citizen inquiries.
- ◆ Recommends to the Committee on Appointments individuals for appointments as citizen members to Boards, Commissions and non-standing Boards and/or Committees. Coordinates County Board orientation.
- ◆ Oversees and annually evaluates all non-elected Department Heads, including interviewing, hiring, discipline and termination. Assists Corporation Counsel and Personnel Director and makes recommendations on matters pertaining to human resource management and collective bargaining/labor contract negotiations. Reviews and makes recommendations regarding County compensation structure.



The Adams County Budget for 2016 is \$52,724,997 and the General Fund is \$20,302,371 of that total. There are eight funds in the budget. The General Fund Balance projected at the end of the fiscal year on December 31, 2016 is around \$14 million. There are 288 employees in the County.



OPPORTUNITIES AND CHALLENGES

The recently revised position of County Manager/Administrative Coordinator must possess excellent communication skills and be a collaborative, team-oriented leader working to build consensus across the County organization. The County Manager/Administrative Coordinator must be able to form strategic partnerships with Adams County Board Members, Elected Officials, appointed department heads, County agencies, Adams County communities, and other stakeholders throughout the region. The County Manager/Administrative Coordinator will oversee the day-to-day operations of the County and will work with the County Board and the County staff on the following challenges and opportunities:

- ◆ The County Manager/Administrative Coordinator will need to establish him/herself into the position and develop operating standards/expectations/roles/boundaries for the future.
- ◆ As part of an ongoing effort, the relationships between the Board Members, appointed department heads and Elected Officials need to be refined to increase the building of trust and respect. The role of the Board Committees needs to be refined under the new job responsibilities of the County Manager/Administrative Coordinator. Cross-departmental collaboration needs additional attention.
- ◆ The County needs a fresh review of County operations for efficiencies and alternative service delivery options where possible to reduce overall costs.

- ◆ Some County facilities are aging and in need of rehabilitation.
- ◆ Economic development opportunities need to be explored in collaboration with the municipalities in the County and the Adams County Chamber of Commerce to increase employment and grow the tax base.
- ◆ The County needs to develop a Strategic Plan for the County.
- ◆ The County needs to establish good public relations with the public and news media and enhance the image of the County government.
- ◆ The County needs to build public trust by establishing an ethical, professional, transparent and accessible local government.
- ◆ The County's Mission, Vision, and Values Statements need to be incorporated into the organizational culture.
- ◆ The County needs to recognize employees for their innovation and quality of service provision in addition to their length of service to the County.



CANDIDATE QUALIFICATION CRITERIA

The County is seeking highly professional candidates who are passionate about local government and county administration. The following education, experience, management, and leadership criteria have been identified by Adams County as important skills and abilities for the candidates to possess and demonstrate. The salary for the position is \$100,000 plus/minus depending on qualifications and experience. Residency within the County within six months of being hired is highly preferred. A commitment to being in Adams County for at least five years is highly desired.

Education and Experience

- ◆ Bachelor's Degree in Administration or closely related field required.
- ◆ Eight years of administrative/management and/or financial experience is required. Prior experience in a comparably-sized community is desired.
- ◆ Understanding of county government functions in Wisconsin.
- ◆ Finance and budgeting skills in governmental setting.
- ◆ Extensive experience with governmental accounting is required.
- ◆ Knowledge of county government regulations, laws, statutory policies and procedures preferred.
- ◆ Competency in the development and monitoring of budgets including the ability to analyze and interpret statistical data.
- ◆ Ability to conceptualize and analyze complex issues.
- ◆ Experience in short- and long-range planning of programs and services.
- ◆ Strong leadership experience including effective communication skills in resolving conflict.
- ◆ •Ability to make decisions in accordance with county policies and procedures.
- ◆ Experience with risk management and insurance.
- ◆ Experience in intergovernmental relations with cities, villages, towns and the state government.
- ◆ Experience in economic development is a plus.
- ◆ Have knowledge of the technology needs of county government.



Management Style and Personal Traits

- ◆ Candidates must have strong interpersonal skills with the desire to work collaboratively with the Board of Supervisors, Elected Officials and appointed department heads as well as others in the organization and build trust with everyone. Be adaptable to the situation and be a "people" person.



- ◆ Candidates must have a background of complete integrity and honesty with a moral compass and of leading/motivating personnel by example.
- ◆ Candidates must share a strong commitment to the principles of team management, involving department heads in decision making in their areas of expertise, delegating authority and latitude to personnel with confidence, while remaining knowledgeable and accountable for project outcomes. Be approachable and fair.
- ◆ Candidates must also welcome and cultivate an environment that involves personnel in appropriate decision-making roles as needed. Candidates should have the ability to organize and prioritize and should bring a problem-solving approach to the position.
- ◆ Candidates must have the maturity, self-confidence, and strength of professional conviction to effectively provide insight, counsel and leadership to the County Board, County Department Heads and senior staff. Must not be afraid to be decisive and do the right thing after assessing the situation. Be politically savvy without being political.
- ◆ Candidates must be able to firmly yet diplomatically present professional views, concerns, and implications of matters under consideration, while recognizing that the final decision rests with the County Board. Provide the Board with alternatives in addition to a recommendation.

- ◆ Candidates must possess an open and friendly management style demonstrated by having the ability to relate effectively with individuals at all levels of the organization and set clear expectations.
- ◆ Candidates must personally be committed to dealing with all persons in an impartial and professional manner. Have a county-wide perspective with consideration of the needs of all citizens.
- ◆ Candidates should have the ability to be a change agent when needed, with the backbone to make changes.
- ◆ Candidates must have excellent written and verbal communication skills and be capable of making effective public presentations, including extensive personal or written responses to public concerns and suggestions as well as being a good “listener.”
- ◆ Candidates must be an anticipatory, proactive, creative, visionary leader, identifying future trends, developing effective strategies for addressing these trends.
- ◆ Candidates must be an energetic, “can-do” person with a genuine enthusiasm for county administration and be willing to have a long-term commitment to the organization.
- ◆ Candidates should have the skills to deal with conflict and conflict resolution.
- ◆ Candidates should have the skills to engage in good employee relations and understand the needs of a multigenerational workforce.
- ◆ Candidates should be confident but not arrogant and transparent with the rest of the organization.
- ◆ Candidates should be involved and visible in the community as a face of the County.

