

Executive Recruitment for

KENT COUNTY, MICHIGAN

GovHR USA is pleased to announce the recruitment and selection process for a County Administrator/Controller for Kent County, Michigan. This brochure provides background information on Kent County, as well as the requirements and expected qualifications for the position. Candidates should apply by October 20, 2017 with resume, cover letter and contact information for five work-related references to GovHRUSA.com/current-positions/recruitments to the attention of Jaymes Vettraino, Vice President, GovHR USA, 650 Dundee Road, #270, Northbrook, IL 60062. Tel: 248-379-8923. Email: jvettraino@govhrusa.com.

Kent County is an Equal Opportunity Employer.

Jaymes Vettraino, Vice President

GovHRUSA, LLC
630 Dundee Road, Suite 130
Northbrook, Illinois 60062
847-380-3240
Formal Applications should be submitted to:
www.govhrusa.com/current-positions/recruitment



COUNTY ADMINISTRATOR/ CONTROLLER



PROFESSIONAL ANNOUNCEMENT

Kent County, MI (pop. 642,173) County Seat: City of Grand Rapids. Kent County is the 4th largest County in the State of Michigan, the largest with a non-elected Administrator /Controller, and home to the second largest city in Michigan, Grand Rapids. The County is the central hub of the Grand Rapids-Wyoming Metropolitan Statistical Area (MSA), which continues to be one of the fastest growing regions of the United States. Among the factors which have encouraged major growth and have attracted numerous firms from outside the area are: a strong but highly diversified base of industries, an excellent work force, educational opportunities, excellent employer/employee relations, good location and transportation facilities, utilities and possibly the most important, quality of life.

The County is governed by a 19-member Board of Commissioners. The Administrator /Controller is responsible for carrying out the policies set forth by the Board and overseeing the day-to-day operations of the County. The Board is elected on a partisan basis every two years from districts of approximately equal size. The other five elected officers of the County, which include the Sheriff, Clerk/Register of Deeds, Prosecuting Attorney, Drain Commissioner and Treasurer, are elected on a partisan basis serving four-year terms. The County has approximately 1,700 employees and a combined budget of \$342M (\$167M General Fund). The County's financial position is highly stable, with a bond rating of AAA from S&P and Moody's.

The County provides a wide and varied range of services including: law enforcement, correctional facility, three court systems, veteran's services, co-operative extension, property tax collection, vital record management, social services, public health, drain code compliance, and parks.

The Department of Public Works manages a waste-to-energy incinerator, a recycling facility and various landfills. Kent County also has close relationships with the department of health and human services, road commission, airport and zoo. The County is also a leader in participating in regional public-private collaborative projects.

The County is most interested in individuals who can think strategically and focus on the County's long-term goals, while maintaining the County's outstanding reputation and financial position. The successful candidate will have exceptional communication skills and will intentionally engage with the diverse constituencies of the County. The County values relationships and the next Administrator/Controller will need to be adept at developing positive relationships and embrace the collaborative culture of the community.

Candidates are required to have:

- Bachelor's degree; Master's Degree in Public or Business Administration or related discipline is strongly preferred.
- Ten (10) years of progressively responsible executive level experience; or an equivalent combination of education and experience.
- Prior County management experience is strongly preferred. Other public management experience is also highly valued.

Starting salary is \$150,000 to \$170,000, DOQE.

Apply with resume, cover letter, contact information and five (5) professional references by October 20, 2017; to the attention of Jaymes Vettrano, Vice President, GovHR USA, 630 Dundee Road, Suite 130, Northbrook, IL 60062 Tel: 847-380-3240.





COMMUNITY BACKGROUND

Located between Chicago (2 hours, 50 minute drive time) and Detroit (2 hour, 48 minute drive time), Kent County is the center of growing region of more than 1 million people. There is an energy pulsating from West Michigan that is felt throughout the state. Business and community leaders have set in motion an unprecedented level of growth and investment throughout the region that has made West Michigan a destination for business success. More than 130 international companies are located here as well as four of Forbes Largest Private Companies. The global headquarters for such companies as Amway, Steelcase, Herman Miller, Haworth, Wolverine Worldwide, and BISSELL, Kent County and West Michigan has become a world-class center for advanced manufacturing and life science innovation.

Kent County offers a remarkable combination of cosmopolitan atmosphere and small-town warmth. Located on the banks of the Grand River, the city of Grand Rapids offers all of the big city excitement you'd expect from a million-resident metropolis. The city features hundreds of restaurants and nightspots, theatres,

museums, sports, and concerts. The safe and clean downtown is surrounded by an eclectic mix of walkable neighborhoods. All of this is served up with small-town friendliness, safety, and affordability. Kent County is also home to 35 cities, villages and townships. The municipalities include urban, traditional downtown districts, suburban areas and rural communities. The urban/rural mix of the County really provides for an idea quality of life environment.

The Kent County region is widely recognized as a national leader in public-private partnerships and inter-organization cooperation by government, non-profits and for-profit partners. At the center of this cultural cooperation is the generous and socially impactful philanthropic community. Together these partners are dedicated to making the Kent County a cultural, health and education destination.

From preschool to Ph.D., the Kent County area offers educational opportunities for all. With public, private, parochial, technical, and charter schools in the mix, parents have many choices on how their children are educated. West Michigan as a region is home to 27 colleges and universities.

Kent County and West Michigan have some of the best entertainment in the world. It is home to three world-class symphonies; the only professional ballet in Michigan; three semi-professional sports teams (Grand Rapids Griffins hockey, West Michigan Whitecaps baseball, and the brand new Grand Rapids Cyclones basketball); and a nationally recognized arena. Whether you want to watch or play, the Kent County area is a great place to be active. Hiking, biking, golfing, fishing, and skiing are just a few of their specialties. With trails and water all over the County, it is easy to find an excuse to be outside.

The Gerald R. Ford International Airport (GRR) is ranked one of the top 5 best airports in the world (by size) by the Airports Council International. The Airport services 6 passenger airlines: Delta Air Lines, Southwest Airlines, American Airlines/American Eagle, United Airlines, Allegiant Airlines and US Airways. There are 120 daily scheduled nonstop flights with an estimated 6,400 travelers pass through GRR each day. It is the 82nd busiest commercial airport in the nation and the 2nd busiest commercial airport in Michigan.

QUALITY OF LIFE AWARDS

Kent County and the West Michigan region have been recognized nationally for its quality of life. Recent recognitions include:

- #7 Best Place to Live in the U.S. for Quality of Life (2016) – *U.S. News and World Report*
- Best city in the U.S. to invest in housing (2016) – *Forbes*
- #2 Best large city to start a business (2016) – *Wallethub.com*
- Ranked #1 city to raise a family (2015) – *Forbes*
- Named 2nd best U.S. city to find a job (2015) – *Forbes*
- #1 place to visit (2015) – *Groupon*
- ArtPrize festival, named Top Five Festivals Worldwide (2013) – *Time Magazine*

KENT AT A GLANCE

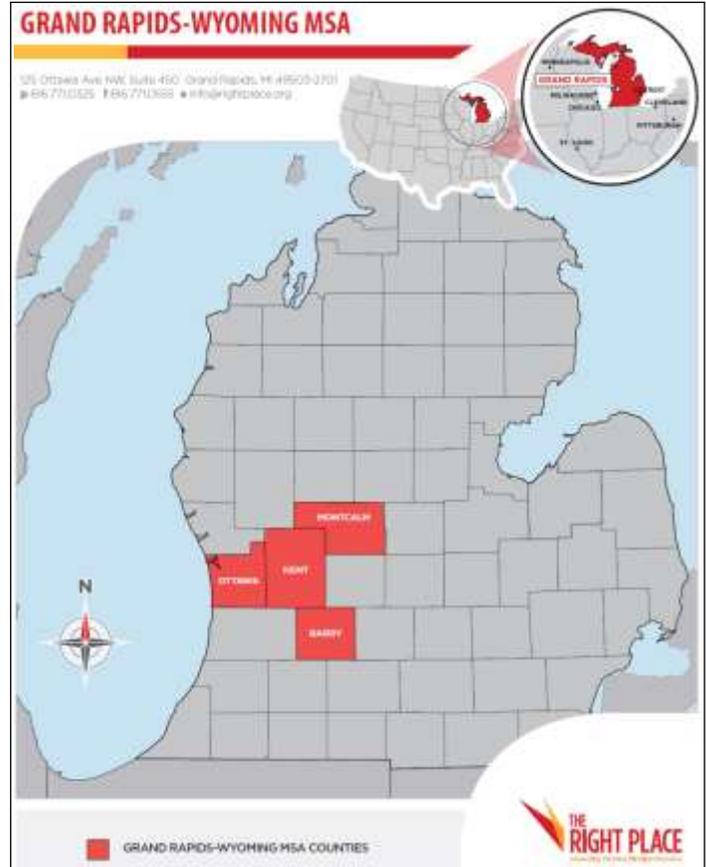
Population: 642,173, (5.6% growth over the past 5 years)

Equalized Assessed Value: Nearly \$25 billion

Land Area: 847 square miles

Median Home Value: \$139,300

Median Household Income: \$53,063



Top 10 Regional Employers

Kent County is home to a large medical and life science industry, strong entrepreneurial activity, an established design community, and innovative employers. Agribusiness and advanced manufacturing round out our top industry sectors.

Company	Industry
Spectrum Health	General Medical and Surgical Hospitals
Meijer	Supermarket Retail and Distribution
Mercy Health	General Medical and Surgical Hospitals
Amway Corporation	Consumer Goods
Gentex Corporation	Glass Product Manufacturing for Auto Industry
Perrigo Company	Pharmaceutical Manufacturing
Herman Miller, Inc.	Office Furniture Manufacturing
Steelcase, Inc.	Office Furniture Manufacturing
Grand Valley State University	Higher Education
Magna International, Inc.	Glass Product Manufacturing for Auto Industry

COUNTY GOVERNMENT

The County is governed by a 19-member Board of Commissioners. The Administrator /Controller is responsible for carrying out the policies set forth by the Board and overseeing the day-to-day operations of the County. The Board is elected on a partisan basis every two years from districts of approximately equal size. The other five elected officers of the County, which include the Sheriff, Clerk/Register of Deeds, Prosecuting Attorney, Drain Commissioner and Treasurer, are elected on a partisan basis serving four-year terms. The County has approximately 1,700 employees and a combined budget of \$342M (\$167M General Fund). The County's financial position is highly stable, with a bond rating of AAA from S&P and Moody's.



The County Mission Statement

The mission of Kent County government is to be an effective and efficient steward in delivering quality services for our diverse community. Our priority is to provide mandated services, which may be enhanced and supplemented by additional services to improve the quality of life for all our citizens within the constraints of sound fiscal policy.

Individuals are strongly encouraged to go to the County website <https://www.accesskent.com/default.htm> to learn more about the services and quality of life the County offers its citizens.

CHALLENGES/OPPORTUNITIES FOR THE COUNTY ADMINISTRATOR

The Kent County Administrator/Controller position offers a unique opportunity for an individual who can provide strong stewardship over the County's successful governing and financial model; while simultaneously moving the County forward with visionary leadership.

The next County Administrator/Controller for Kent County will be expected to:

- Continue to foster a culture of trust, authenticity and openness to create a collaborative, solutions-oriented organization.
- Proactively and intentionally engage with a diverse group of County stakeholders to address challenges and capitalize on opportunities from the demographic changes that result from the County's growth.
- Maintain the high level of consistent financial performance of the County, including maintaining its AAA bond rating.
- Lead in evaluating opportunities to invest in quality of life services, while being aware of the impact of current and future State and Federal budget cuts to County funding.
- Provide balanced analysis of economic and community development opportunities based on the County's mission and leadership role.
- Intentionally promote diversity, equity and inclusion goals within County government and among the County's partners.
- Maintain and grow the positive working relationship with the cities, villages and townships in the County.

Education and Experience

- Bachelor's degree; Master's Degree in Public or Business Administration or related discipline is strongly preferred.
- Ten (10) years of progressively responsible executive level experience; or an equivalent combination of education and experience.
- Prior County management experience is strongly

- preferred. Other public management experience is also highly valued.
- Must be willing to personally become part of the collaborative culture of the region
- Ability to form positive, effective working relationships with various stakeholders
- Working knowledge or aptitude to gain a quick understanding, of federal, state and local policies, practices, and standards applicable to County government is required.
- Skilled in working and collaborating with elected officials, boards and commissions, employees, community groups, the news media and other stakeholders.
- Have successful experience in collaborating and interacting with other internal organizational units; experience with external organizations in a constructive, cooperative, and mutually supportive manner, while representing the County's interests tactfully and firmly.
- Have the interest and desire to understand the County's demographics and unique geography; to truly become part of the community.
- Be a servant leader, while holding individuals accountable to challenging goals.
- Experience in developing and executing policies to manage a significant fund balance.
- Be a highly motivated, visionary, goal-oriented leader with a proven ability to cooperate and communicate clearly.
- Empower and challenge staff to collaborate internally and externally to improve County government services.
- Focus on staff succession planning and be skilled at attracting and retaining highly capable professional staff.

Management Style and Personal Traits

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, and other stakeholders.
- Have an open communication style and a calm demeanor; be one who can establish trust quickly with others.
- Have a facilitative style that can leverage resources with the private sector and the non-profit community.
- Have a high cultural IQ and fully embrace the collaborative and cooperative culture of the region.
- Lead through mutual trust and maintenance of relationships, particularly within the County's organizational structure.



CANDIDATE QUALIFICATION CRITERIA

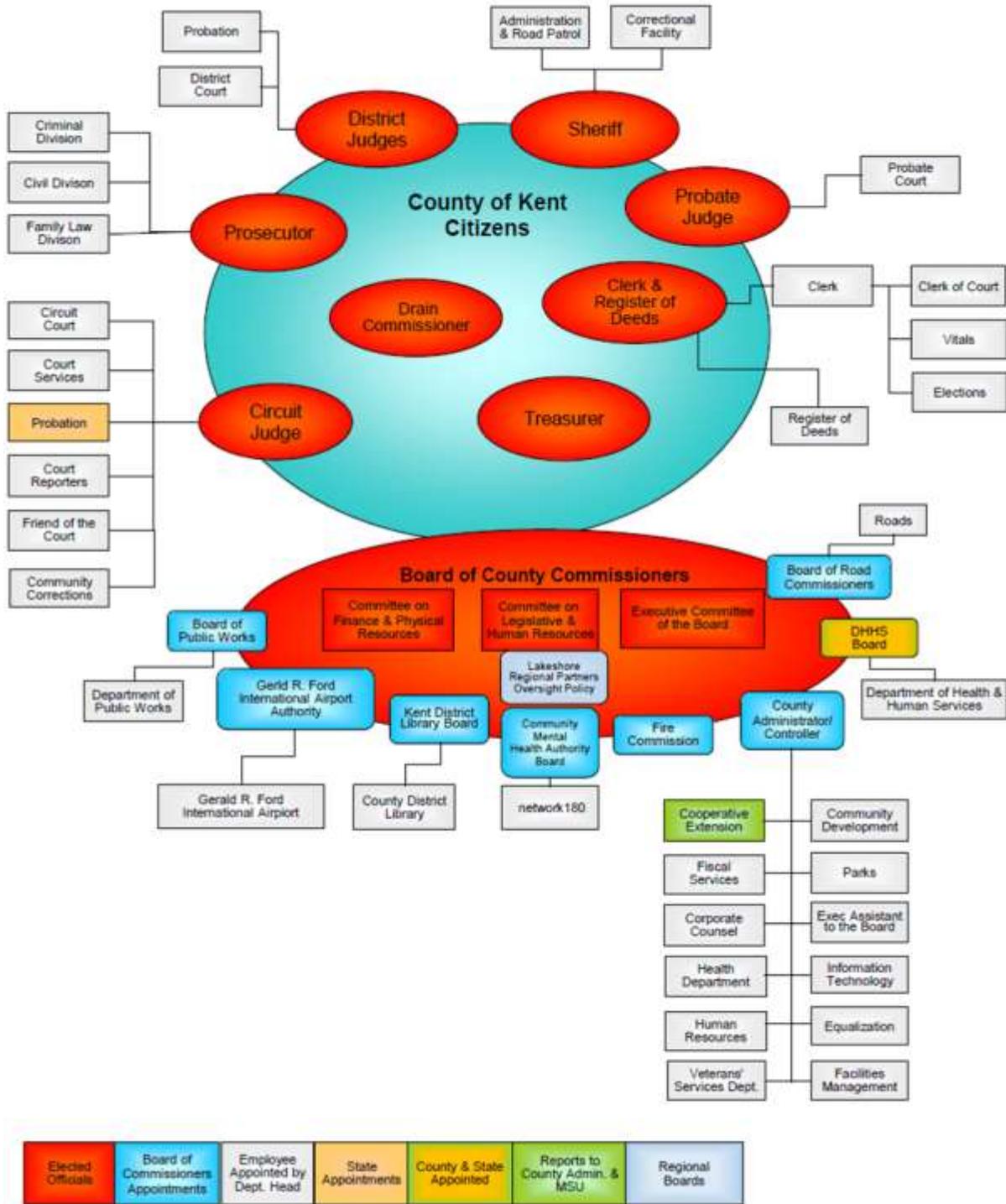
The County Administrator is a highly visible position in Kent County, requiring well-developed leadership abilities and management skills. The County is most interested in individuals who can think strategically and focus on the County's long-term goals, while maintaining the County's outstanding reputation and financial position. The successful candidate will have exceptional

communication skills and will intentionally engage with the diverse constituencies of the County. The County values relationships and the next Administrator/Controller will need to be adept at developing positive relationships and embrace the collaborative culture of the community. Starting salary is \$150,000 to \$170,000, DOQE.

Thank you to *The Right Place, Inc.* for providing data, narrative and photographs.



Welcome to Kent County A "Tapestry of Governments"



COUNTY OF KENT ORGANIZATION CHART