

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 2-19-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Update – County Administrator Position

Requested Meeting Date: 2-25-14 Estimated Presentation Time: \_\_\_\_\_

Presenter: Roxy Traxler, Interim County Administrator

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

**Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.**

# AITKIN COUNTY ADMINISTRATION

**Aitkin County Courthouse**  
217 Second Street N.W. Room 130  
Aitkin, MN 56431  
218-927-7276  
Fax: 218-927-7374

**TO: Aitkin County Board of Commissioners**

**FROM: Roxy Traxler, Interim County Administrator**

**RE: County Administrator Hiring Process Update**

**DATE: February 19, 2014**

The Personnel Committee met on February 19, 2014 to approve the final draft (attached) of the County Administrator Position Profile. The position will be posted on Friday February 21, with the first review of resumes starting on March 24, 2014.

# Aitkin County, Minnesota

## County Administrator Position Profile



***Our Mission is to Provide Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County.***

Entity	Aitkin County
Population	16,000
Position	County Administrator
Salary Range	\$83,200 to \$123,594

### Demographics

Aitkin County is strategically located between the northern Minnesota centers of Brainerd, Grand Rapids and Duluth. We are two hours from the Twin Cities metropolitan area. The County has 365 lakes, 123,000 acres of water (not counting rivers) and 95 miles of Mississippi River runs throughout the County. The highest point in the County is Quadna Mountain which is 1,589 feet above sea level. Residents enjoy visiting the [Jaques Art Center](#) which was incorporated in 1996 and is located in the Carnegie Library building. The Jaques Gallery was added in 2004; with the addition of this space the Art Center doubled its space. The County is famous for its recreational assets, it boasts an abundance of trails and lakes including Mille Lacs one of the States most popular and prolific fishing destinations. The Northwoods Regional ATV Trail System runs throughout Aitkin County, residents use these trails all year long. Some of the most beautiful landscapes can be found along these trails. Residents also visit the [Long Lake Conservation Center](#) which offers a variety of environmental learning experiences for schools and residents alike. The Center offers hiking trails, ski trails and special school programs so that students are aware of the natural environment surrounding the County and State. Forest land is managed for timber harvest. The County is identified as having more than 80% of pre-settlement wetlands.

*Welcome to the Aitkin County Position Profile.*

*We have a lot of pride in our community and we are excited about the recruitment process. Our County is blessed with an abundance of natural resources, lakes, waterways and recreational opportunities.*

*Thank you for your consideration and we look forward to your interest in the county and our organization.*

*Aitkin County Board of Commissioners*

## Education & Healthcare

Recognizing that a first-class education system is the cornerstone of a strong community, the public schools in the area provide a comprehensive education for over 1,200 learners. The [Aitkin School District](#) serves students kindergarten through high school; students are presented with a multitude of opportunities

The [Riverwood Healthcare Center](#) has been providing Aitkin County and nearby communities since 1955. Riverwood has a 25 bed critical access hospital. This includes a Level III Trauma Center, Level I Heart Attack program with a strong focus on health and wellness. Riverwood offers community health education seminars, support groups and clinics on several different topics. There is also an urgent care facility and other specialty care services at the Hospital and Clinic.

## The Organization

The County is served by a five member County Board. The Commissioners are elected by districts on staggered four year terms. The County Administrator reports directly to the County Board. Aitkin County employs approximately 205 full time employees with a 2014 budget of \$28,904,275. Aitkin County is a full service County providing extensive services for a wide range of community needs. A *sample* of those services includes: environmental services/planning and zoning, extension, health and human services, highway, land and parks, public health, veteran's services and economic development. A full list of services is available on the County's web site. The County has five elected department heads: Attorney, Auditor, Recorder, Sheriff and Treasurer.



## Aitkin County Opportunities

**Demographic Changes** – The County is undergoing an aging of the population. It is important to understand and learn how these changes will impact County programs and services. Develop ideas and solutions to address the anticipated changes occurring in our population.

**County Land Department** – The Land Department manages the natural resources on approximately 222,000 acres. The County's goal is to manage these lands so they contribute to the quality of life in terms of economic, ecological and social benefits. This is an important County priority and among Minnesota counties Aitkin offers a unique opportunity for the Administrator.

**Strategic Planning** – The demands of the position require that the Administrator balance day to day operations with strategic planning. The County is interested in engaging in long term planning and visioning. Understanding how to balance short term needs with long term plans is an important prerequisite of the Administrator.

**Invest in the Community** – Aitkin County is a small rural community. The Administrator will be encouraged to volunteer and engage in community activities. Reach out to build relations and strong connections with citizens, public agencies, businesses and stakeholders. Participate in local organizations and/or service clubs.



## Leadership Qualities

**Partnership with all Elected Officials** – The ability to build strong relationships and trust by helping to define and articulate roles and responsibilities. Provide effective policy guidance and encourage a collaborative consensus based decision making culture. Support a strong partnership with elected department heads.

**Financial Management** – Aitkin County prides itself on being fiscally prudent and financially conservative. The position requires financial management skills that brings added value in financial analysis, budgeting, forecasting and bonded indebtedness. Provide leadership and direction in financing facility and capital improvements, including highway funding and in preparing for the 2015 County budget.

**Team Leader** – Continue to build and develop a strong staff team. Encourage and stimulate staff to focus on personal growth and professional development. Lead by example through continuous learning. Motivate and encourage employee involvement through participatory leadership.

**Effective Services** – Partner with the County Board and staff to analyze operations and plan for all County programs and services, balancing fiscal realities with customer service and efficient delivery system models. Understand concept of shared services and coordination and consolidation of offices.

**Community Pride** – Recognize the unique challenges of a small community; fits in and adapts; solidifies County strengths; willing to introduce positive and productive change to enhance outcomes and public services.

**Buildings and Facilities** – Timing is right for the County to review and evaluate space and facility needs. Understand the connection between staffing, services and space and provide leadership and direction for a space and facility study.

## Position Summary

The County Administrator is responsible for the administration of all County Board ordinances, regulations, resolutions and policies and for the administration and direction of all programs and functions of government under the jurisdiction of the Board of County Commissioners. The County Administrator is charged with leading the organization and building an organizational culture that supports and implements the County Mission. All non-elected department heads report to the County Administrator. The Administrator works under broad policy direction of the County Board. The Administrator has wide latitude for the exercise of independent judgment and decision making over County government functions.

## Position Requirements

Qualified candidates shall possess a Bachelor's degree in public administration, business administration, public finance, political science or a related field. A minimum of **four** years



*Aitkin County Courthouse*

of progressively responsible work experience; **three** of which must be served in an administrative or managerial capacity in a multi-function service organization is required. Master's degree preferred. The County Board is interested in creating a dynamic and strong pool of candidates and retains the right to substitute experience for education that provides equivalent knowledge, skills, and abilities.

Exceptional oral and written communication skills are required as well as advanced skill in planning, organizing and coordinating diverse functions. Ability to reach out to and communicate with other local governments is desired.

Training and experience in budget and financial analysis is desirable. Familiarity with the distinct operations and functions of County government or the ability to learn them is important. Ability to successfully partner with independent elected department heads is essential.



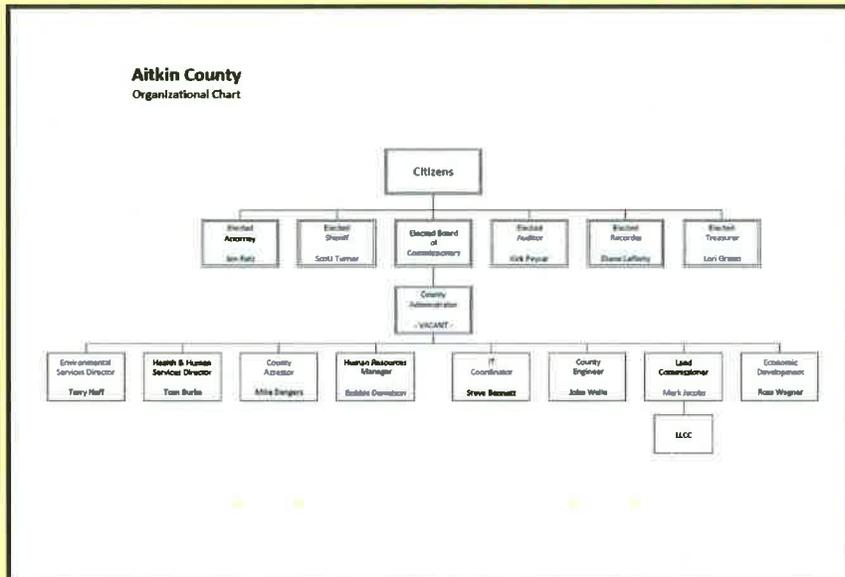
## Compensation and Benefits

The salary range is \$83,200 to \$123,594. Starting salary is commensurate with experience. The County provides competitive benefit package.

## Application and Selection Process

To apply, submit a resume, salary history and four work-related references to [aitkinco@springsted.com](mailto:aitkinco@springsted.com) or to David Unmacht, Senior Vice President, Springsted Incorporated, 380 Jackson Street; Suite 300, Saint Paul, Minnesota, 55101. For more information call 651-223-3047. The position is open until filled. Review of resumes begins on March 24, 2014.

For more information on the position and the County visit their website by clicking [here](#).



### Aitkin County is an Equal Opportunity Employer

Springsted Incorporated  
380 Jackson Street, Suite 300  
Saint Paul, MN55101-2887



Tel: 651-223-3000  
Fax: 651-223-3002  
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