

# **PROFILE**

## **Polk County Administrator**

### **Education and Experience**

A bachelor's degree required, prefer masters, in public administration or a related field is required. A minimum of five years of public administration experience is required. Past local government experience of the individual must show positive performance in areas that include budgeting and finance, human resource management with labor negotiations, capital improvement planning and execution, information technology, risk management, grants procurement and administration, economic development strategies, understanding of state laws, and other related matters including land use planning and zoning regulations. Prior county government experience preferred with a verifiable record of past accomplishments. Experience and knowledge in government accounting is desirable.

### **Skills and Past Performance**

**Administrative ability.** Must have demonstrated supervisory performance in a governmental agency having not less than 10 employees. Good communication skills are a must, including the ability to listen, communicate with various segments of the county, and develop good relations with the citizens of Polk County. Person must be willing to devote the necessary time to achieve the goals and guidelines established by the County Board of Supervisors. Knowledge of departmental organization and demonstrated leadership qualities are desirable.

**County Board relations.** Ability to take the time and interest in working with county board members to keep them informed and explain technical processes. Must adequately inform the board on a regular basis so there are no surprises. Both written and oral communications with the board are essential. The person must be able to accept constructive criticism and to implement needed changes. Candidate must be open and honest with the board and able to present all sides of an issue that affect the county. The individual must be able to carry out the intentions and directions of the board enthusiastically. Maintaining good relationships with other elected county officials is equally important.

**Budget and finance.** Must have demonstrated prior experience in managing a city or county budget. Experience and expertise in planning and carrying out Capital Improvements is desirable, as well as positioning the county to receive state and federal grants.

**Collective bargaining/human resource management.** Must have knowledge of Wisconsin labor relations law, with preferred demonstrated ability in the collective bargaining process. Must demonstrate a personality that can communicate the county's goals and needs to employees.

**Personal Qualities.** Candidate must have integrity, vision and demonstrated open and positive communication skills. Must demonstrate innovative techniques in improving county government. Candidate should present dynamic leadership skills with a collaborative style in carrying out County Board policies. Must be able to demonstrate a positive, productive attitude to citizens of the county. A strong work ethic demonstrating a commitment to public service is also desired.

**Intergovernmental relations.** Must be able to relate to and develop a good working relationship with other local governments, other county governments, community organizations, schools, and state and federal agencies.