

To Create the County Office of County Administrator and
County Administrator Selection Committee

WHEREAS, Wisconsin Statutes Section 59.18 authorizes the County Board of Supervisors to create by resolution the county office of County Administrator; and

WHEREAS, the County Board Chairperson presently serves as the Administrative Coordinator pursuant to Wisconsin Statute Section 59.19 and Polk County Board Resolution 43-05; and

WHEREAS, Polk County has adopted a Staffing, Budget Planning and Position Administration Policy, Policy 881, which provides for the establishment of new positions within the county;

WHEREAS, Polk County has adopted an Employee Recruitment, Selection and Status Policy, Policy 103, which provides for the selection and recruitment of candidates to fill position vacancies in the county.

1. THEREFORE, NOW BE IT RESOLVED, that the Polk County Board of Supervisors creates the county office of County Administrator as a non-limited, full-time, non-union salaried position, with salary and benefit computation based upon a forty (40) hour work week, that said office be under the supervision of the County Board of Supervisors and that the pay grade for said position be established by the selection committee in manner consistent with this resolution and the guidelines of the Non-Represented Employee's Compensation and Employment Policy, Policy 390.

2. BE IT FURTHER RESOLVED that the Polk County Board of Supervisors establishes and authorizes the County Administrator Selection Committee to develop and approve the position description of the County Administrator; to contract with a professional recruiter for advertisement of the position; to screen and interview candidates; and to make final recommendations to the full County Board for appointment and confirmation.

3. BE IT FURTHER RESOLVED that the County Administrator Selection Committee shall be composed of seven (7) persons: the First Vice Chairperson of the County Board of Supervisors; the Employee Relations Director, and three (3) members of the County Board of Supervisors, one (1) salaried county elected official and one (1) county appointed department head, each of whom shall be appointed by the First Vice Chairperson.

Resolution 76-09: To Create the County Office of County Administrator and
County Administrator Selection Committee
Page 2

4. BE IT FURTHER RESOLVED that the County Administrator Selection Committee shall operate on the following work schedule:
- a. The position description shall be developed and approved as soon as possible and no later than November 15, 2009.
 - b. Retain the services of a professional recruiter by November 15, 2009.
 - c. Advertise the position of County Administrator, open on November 15, 2009 and close applications on December 31, 2009.
 - d. Screen applications and conduct interviews in January and February 2010.
 - e. Make final recommendations to the full County Board of Supervisors for for appointment and confirmation at the March 16, 2010 regular business meeting.
5. BE IT FURTHER RESOLVED that the County Administrator Selection Committee shall review the County Board Rules of Order and Polk County Policies and make recommendations to the full county board regarding changes that are necessary for the establishment of the county office of County Administrator.
6. BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes that all expenditures of the County Administrator Selection Committee and the 2010 salary and related payroll expenses of the County Administrator be funded through the Contingency Fund.

Funding Amount: _____ Funding source: _____

Date Finance Committee Advised: _____

Finance Committee Recommendation: _____

Approved as to form: Jeffrey B. Fuge

Jeffrey B. Fuge, Corporation Counsel.

Date Submitted to County Board: October 20, 2009

Effective Date: Upon Passage

Submitted By: Neil Johnson

Supervisor Neil Johnson

Greg Rube

Resolution 76 -09: To Create the County Office of County Administrator and
County Administrator Selection Committee
Page 3

deleted

On the 20th day of October 2009, the Polk County Board of Supervisors
adopted the above resolution by a vote of 8 in favor and 15 against

Carole Wondra, County Clerk

Dated: _____