

RESOLUTION 91-09

To Create the County Office of County Administrator

WHEREAS, the Polk County Board of Supervisors has received information regarding the options toward the establishment of a permanent county office of either County Administrator or full-time salaried Administrative Coordinator; and

WHEREAS, the Personnel Committee has made the recommendation that the development of a county office of County Administrator is the interest of Polk County that Polk County Policy 881, *Staffing, Budget Planning and Position Administration*, should be suspended in this specific instance.

NOW, THEREFORE, BE IT RESOLVED that pursuant to Wisconsin Statute Section 59.18, the Polk County Board of Supervisors creates county office of County Administrator.

BE IT FURTHER RESOLVED that Polk County Board of Supervisors creates a three (3) member selection committee, consisting of the County Board Chairperson, First Vice Chairperson and Second Vice Chairperson, which is directed to develop and implement a process which would include a minimum of 2 Department Heads for candidate selection and recommendation of the County Administrator, notwithstanding the provisions of Polk County Policy 103, *Employee Recruitment, Selection and Status*.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors shall appoint the County Administrator after receipt of the recommendations of the selection committee, and the County Board Chairperson shall continue to serve as designated Administrative Coordinator until the County Administrator, as created herein, is so appointed and confirmed by majority vote.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors shall supervise the County Administrator; and may remove by majority vote the County Administrator at any time that the conduct of the County Administrator becomes unsatisfactory; and said removal action shall be final.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors create an advisory and oversight committee for the County Administrator composed of the 3 Chairs, which shall also conduct the performance evaluations of the County Administrator which shall be submitted to the County Board for consideration and modification as necessary.

BE IT FURTHER RESOLVED that the job description of the County Administrator, as attached hereto and incorporated herein, is approved.

BE IT FURTHER RESOLVED that Policy 881 is suspended for the purposes of this resolution.

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Page 2

Funding Amount: \$ _____

Funding Source: _____

Date Finance Committee Advised: _____

Finance Committee Recommendation:

Effective Date: Upon Passage.

Approved as to form: Jeffrey B. Fuge
Jeffrey B. Fuge, Corporation Counsel

Dated Submitted to County Board: December 15, 2009

County Board Action: adopted by voice vote

Submitted Upon Recommendation of the Polk County Personnel Committee:

Russell E. Arcand 12-3-09 Donald Heynolly
Heather K. [Signature]
Patricia M. Schmidt _____

This Resolution was enacted by the Polk County Board of Supervisors by a vote of _____ for and _____ against on the _____ day of _____ 2009.

Bryan Beseler, Polk County Board Chairperson

Dated: _____

Attest: _____
Carole Wondra, County Clerk

Dated: _____

Polk County Wisconsin Job Description

Job Title: County Administrator
Department: Department of Administration
Reports To: County Board
Prepared By:
Prepared Date:
Approved By:
Approved Date:
Revised Date:
Revised By:
Salary Level: Non-Represented Pay Scale DB Rating ()
FLSA Status: Exempt

SUMMARY

Under general direction of the Polk County Board, the Administrator serves as the county's chief administrative officer under State Statute 59.18, and is responsible for directing all managerial and administrative functions of the county, except those functions vested in boards, commissions, or other elected officers. The Administrator meets regularly with the Administrative Advisory Committee who serves in an oversight and advisory capacity to the Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the County Board.

1. As Chief Administrative Officer, the person in this position serves as a role model for all County employees and meets or exceeds all requirements or expectations of County employees. Acts as a leadership mentor.
2. Administers and enforces County ordinances, and State and Federal law administered by Polk County and sets administrative policy to that effect.
3. Appoints the members of all boards and commissions where the statutes provide that such appointment shall be made by the County Board or by the board chair. All such appointments shall be subject to the confirmation of the County Board.
4. Provides coordination of all County functions within the framework of a single, efficient, governmental unit and recommends reorganization, development of new functions or abandonment of old functions to the County Board as appear advisable to coordination of County functions. Responds to situations or complaints which indicate lack of coordination.
5. Directs all administrative and management functions of County Government by management skills, administrative order or otherwise, except those functions vested in Boards, Commissions or other elected officers.
6. Appoints and supervises, in accordance with County ordinances, the heads of all departments of the

County, whether previously appointed by board or commission, County Board or Board Chair, except those elected by the people, or where statutes provide that appointment shall be made by elected officers. Any appointment by the County Administrator requires the confirmation of the County Board.

7. Supervises appointed department heads and evaluates their performance as needed but at least annually. New department heads shall be evaluated at least quarterly during probation.
8. Administers such appropriate and timely discipline through county processes when necessary for all appointed department heads. Any department head appointed by the County Administrator may be removed at the pleasure of the Administrator in accordance with County ordinances.
9. Communicates monthly and annually, and when otherwise advisable, to the County Board of Supervisors the condition of the County and shall recommend such matters to them for their consideration as deemed necessary or advisable for expedient administration and coordination of County functions.
10. Shall be responsible for coordination, preparation, submission and administration of an annual County Budget, with recommendations, which shall be presented to the County Board. Approves appropriate budgeted department financial requests as delegated by the County Board.
11. Shall be the chief administrative spokesperson for the County, which role shall be coordinated with the County Board Chair, who acts as the chief elected spokesperson.
12. Coordinates the transaction of all County administrative business with Federal, State and local officials.
13. Serves as an ex-officio member of standing committees of the County Board and attends meetings when necessary or appropriate or as requested.
14. Coordinates, prepares and researches reports for the County Board as necessary or requested by the County Board.
15. Serves as resource person to the County Board and Committees and shall prepare material or data as requested for public hearings, investigative reports, etc.
16. Attends County Board meetings and contributes in a manner appropriate with the role of an Administrator.
17. Takes the initiative to propose to the County Board such actions as will contribute to efficiency, productivity, and overall improvement of County operations.
18. Exercises vision and creativity in approaches to County planning, coordination and problem solving.
19. Executes the orders of the County Board and supervises compliance thereof.
20. Drafts resolutions pursuant to County Ordinance for consideration by the Board and instructs

Corporation Counsel to draft necessary ordinances for the Board's consideration.

21. Creates an atmosphere that builds positive, professional and business-like relationships.
22. Builds trust and image of Polk County with other units of government.

OTHER DUTIES AND RESPONSIBILITIES

Performs work related to administrative role as necessary, advisable or directed by the County Board.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in business or public administration or closely related field required, Master's degree preferred.
- Minimum of five years of executive level administrative experience in business, industry or government; financial management experience in a large organization required; experience in county or municipal government preferred.
- Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired will be considered.
- Competency and demonstrated experience in developing and monitoring large budgets.
- Demonstrated effective oral, written and interpersonal communication skills.
- Must become a resident of Polk County within one (1) year from date of hire and remain a County resident during employment.

OTHER SKILLS AND ABILITIES

- Considerable knowledge of County Government operations.
- Thorough knowledge of budget preparation, supervision and revision.
- Ability to be visionary and creative in a key management role.
- Considerable knowledge of State and Federal laws, rules and regulations pertaining to County Government.
- Demonstrated competency in leadership and team building relationships with County department

heads and employees.

- Ability to maintain effective working relationships with County officials, employees and the general public.
- Ability to plan, coordinate and lead others in the accomplishment of work.
- Possess initiative for coordination of County functions and dedication to County administrative teamwork and leadership.
- Ability to exercise independent judgment, have consistent management style and be a creative problem solver.
- Ability to prepare and edit concise, accurate fiscal and administrative reports.
- Ability to communicate effectively both orally and in writing and to address a variety of audiences.

PHYSICAL DEMANDS and WORK ENVIRONMENT The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Large percentage of time talking, hearing, using judgment, and near vision performing work inside. Occasionally tours County or other facilities outside the office. The noise level in the work environment is usually moderate.

