

County Administrator

Salary: \$110,645 to \$160,456



Welcome to Kandiyohi County!

Kandiyohi County is situated in west central Minnesota in the heart of what the Dakota called "Mni Sota Makoce" or the "Land where the waters are so clear they reflect the clouds."

With a total population of 43,193 residents, Kandiyohi County is named for a Dakota word meaning "where the buffalo fish come." It was organized on March 20, 1858, with Kandiyohi established as the county seat. The original county occupied only the southern half of its current area. Development was slow, and in 1870s, the state legislature called for Monongalia County to merge with Kandiyohi. It took until November 21, 1871, to agree on the centrally located City of Willmar as the county seat.

There are 12 incorporated cities in Kandiyohi County with a population of 20,226 residents. Other cities include Atwater (pop. 1,131), Blomkest (pop. 149), Kandiyohi (pop. 477), Lake Lillian (pop. 231), New London (pop. 1,403), Pennock (pop. 516), Prinsburg (pop. 503), Raymond (pop. 765), Regal (pop. 33), Spicer (pop. 1,225), and Sunburg (pop. 98).

Townships of Kandiyohi County include Arctander, Burbank, Colfax, Dovre, East Lake Lillian, Edwards, Fahln, Genessee, Green Lake, Harrison, Holland, Irving, Kandiyohi, Lake Andrew, Lake Elizabeth, Lake Lillian, Mamre, New London, Norway Lake, Roseland, Roseville, St. Johns, Whitefield, and Willmar.

Unincorporated communities include Hawick, Norway Lake, Priam, Roseland, and Svea.

The area has several towns scattered throughout the lakes, rolling hills, and farmland of Kandiyohi County. The area is home to over 300 lakes, a thriving art scene, historical attractions, exceptional school districts, a growing job market, and friendly communities. With a beautiful blend of many cultures and faiths, Kandiyohi County cultivates a unique environment with plenty of diverse shopping and dining options as well as a variety of events and festivals. You can find the usual clubs here – Kiwanis, an active Chamber of Commerce, and an innovate group called the Willmar Lakes Area Vision 2040 which connects funding and mentors to impactful community projects. You will also find a large variety of churches representing nearly every denomination. See for yourself why Kandiyohi County is a great place to live, work and play.



Economic Vitality

Kandiyohi County is home to a diverse and skilled set of companies with global reach. Kandiyohi County has experienced sustained growth over the past six years with investments occurring in medical, manufacturing, institutional, retail, and housing.

Historical roots in agriculture have grown into an Ag Technology hub in Kandiyohi County. The world's largest turkey breeding and hatching company, Select Genetics, and the world's largest turkey processor, Jennie-O Turkey Store, are both located in Kandiyohi County. EpiTopix, specializing in groundbreaking vaccination technology, now a Vaxxinova company, began as part of Willmar Poultry Company and is a leader in improving animal health and human food safety. Prinsco is an industry leader in agricultural water management and an advocate for farmers' and landowners' rights. A third-generation, family-owned company, Prinsco has a long history in the area and has been able to adapt and stay cutting-edge thanks to the culture of innovation in Kandiyohi County.

The Advanced Manufacturing industry in Kandiyohi County reaches hundreds of companies in dozens of countries on six different continents. With the area lakes drawing thousands of visitors each year, Kandiyohi County has developed into a major retail and restaurant hub pumping nearly \$800 million into the county's economy annually.

Many industry leaders are headquartered here in West Central Minnesota's business hub. Recently, they've made some great strides towards creating an eco-friendlier business community by investing its time in renewable energy efforts.

When the MinnWest Technology Campus opened in 2006, it had 5 businesses with 107 employees on campus. Today, there are 33 businesses with over 550 employees on campus. There are also 4 state-of-the-art R&D labs including a University of Minnesota Extension Level II clean room and teaching lab with a DNA sequencing machine - the only one of its kind in Minnesota outside of the Twin Cities and Mayo Clinic in Rochester.

Nearly 12,000 employees commute to Kandiyohi County for work on a daily basis. The County's labor force also rose by 5.4% from 2010 to 2018.



Education & Healthcare

EDUCATIONAL OPPORTUNITIES

Two public school districts serve the majority of the students of Kandiyohi County - Willmar Public Schools and New London-Spicer Schools.

The Willmar Public School District (WPS) serves more than 27,000 residents across the communities of Willmar, Blomkest, Kandiyohi, Pennock, and Svea. With a student population of nearly 5,000, WPS is composed of three elementary schools (PreK-5th grade), one middle school (grades 6-8), and one high school (grades 9-12).

With an annual enrollment of approximately 1,575 students in grades PreK-12, the New London-Spicer School District is comprised of one K-4th grade elementary school (New London), one 5th-8th grade middle school (New London), and one 9th-12th grade high school (New London). The District also provides early childhood family education at their facility in Spicer.

Parents also have the choice of enrolling their children in Christian value-based education at the two private schools in the area - Central Minnesota Christian School (PreK-12) in Prinsburg and Community Christian School (PreK-12) in Willmar.

Dream Technical Academy provides innovative educational opportunities through Project-Based Learning and develops career pathways for young adults in partnership with the private and public sector.

Ridgewater College is a two-year community college and technical college with fully transferable general education courses combined with technical programs leading to immediate employment upon completion. Ridgewater College serves more than 5,500 students on its campuses in the growing communities of Willmar and Hutchinson, Minnesota, and offers more than 100 educational programs.



COMPREHENSIVE HEALTHCARE

Kandiyohi County is a regional medical center, with its hospital serving 14 counties. There are numerous clinics offering superior medical care in more than 40 specialties.

Kandiyohi County has seen a huge investment in healthcare, with a \$21 million project completed at Bethesda, a facility that provides a full continuum of care, including skilled nursing care, short-stay therapy centers, home health care, outpatient therapy, independent and assisted living, adult day services, and a wellness center. Bethesda recently completed a \$3.3 million construction of a new Town Center and Chapel renovation project.

In 2018, Carris Health Surgery Center completed construction of a new \$11 million surgery center that includes pre-op, recovery, operating and consult rooms, and accommodates expected growth in outpatient surgery.



Recreation and Events



Recreational activities are plentiful with our many lakes and parks. With over 350 lakes, ponds, streams, and the Crow River, the opportunities for fishing and other water recreation are endless. Visitors to the area enjoy boating, fishing, canoeing, skiing, golfing, hiking, swimming, camping, snowmobiling, and much more. Each trip to this area can provide a rewarding historic journey by visiting museums, fine arts, or historic sites.

Sibley State Park is a favorite stop for visitors of Kandiyohi County with 2,936 acres of forests, hills, lakes, and trails.

Prairie Woods Environmental Learning Center is a regional center for environmental education and outdoor recreation. They provide an exciting array of hands-on learning adventures for all ages, as well as beautiful facilities for meetings and special events.



The Glacial Lakes State Trail is located on a former Burlington Northern Railroad grade and is a paved trail that connects the Cities of Willmar, Spicer, New London, and Hawick. It continues beyond the Kandiyohi/Stearns County line. The Glacial Lakes State Trail connects to Sibley State Park and also connects with many miles of groomed snowmobile trails in the Kandiyohi County trail system. The Glacial Ridge Trail offers something for everyone, whether their interests are historical, cultural, recreational, or a simple scenic drive. It offers access to West Central Minnesota's abundant natural resources, while offering modern, convenient travel accommodations. Stop by some of the historical sites found in the Willmar Lakes Area like the Guri Endreson Cabin, Old Log Church, and the Kandiyohi County Historical Museum.



The Willmar Lakes Area is home to a wide variety of events and annual festivals including Willmar's Celebrate the Light of the World, Rockin' Robbins, Willmar Stingers, the Kandiyohi County Fair, the Holiday Parade, and races at the KRA Speedway. Other events held around the County include Spicer's Green Lake Triathlon and Winterfest, New London's Prairie Pothole Day and Antique Car Run, Atwater's Threshing Days, and many more.



Kandiyohi County has a vibrant arts community and is home to several art galleries and artist studios, community theatres, including The Barn Theatre in Willmar, The Little Theatre in New London and the Willmar Education and Arts Center (WEAC). With its 750-seat performance auditorium, WEAC hosts the West Central Concert Series featuring world-renowned musicians, performances by the Prairie Winds Concert Band, the Willmar Area Symphonic Orchestra and other various plays and events. The Ridgewater College Performing and Visual Arts Program offers several musical and dramatic performances each year and the campus houses the Willmar Art Gallery, with new exhibits each month.

The Organization



Kandiyohi County is governed by a five-member Board of Commissioners. The Kandiyohi Commissioners work hard for their constituents. The Board is approachable, bi-partisan, open to change, and proactively involved at the legislative level. The County is active in AMC (Association of Minnesota Counties) and NACO (National Association of Counties). The Board Members greatly respect each other and generally agree on the direction of the County. The Board has adopted a climate focusing on the County's strengths, getting things done, and celebrating successes.

Customer service and pragmatism has been at the forefront of Kandiyohi's service model. The Board trusts in its staff and encourages innovation.

The County exited the Merit System and completed a Compensation & Classification Study, with planned study updates every 3-5 years, to offer competitive wages and benefits in a tough labor market. The County has actively begun its succession planning process.

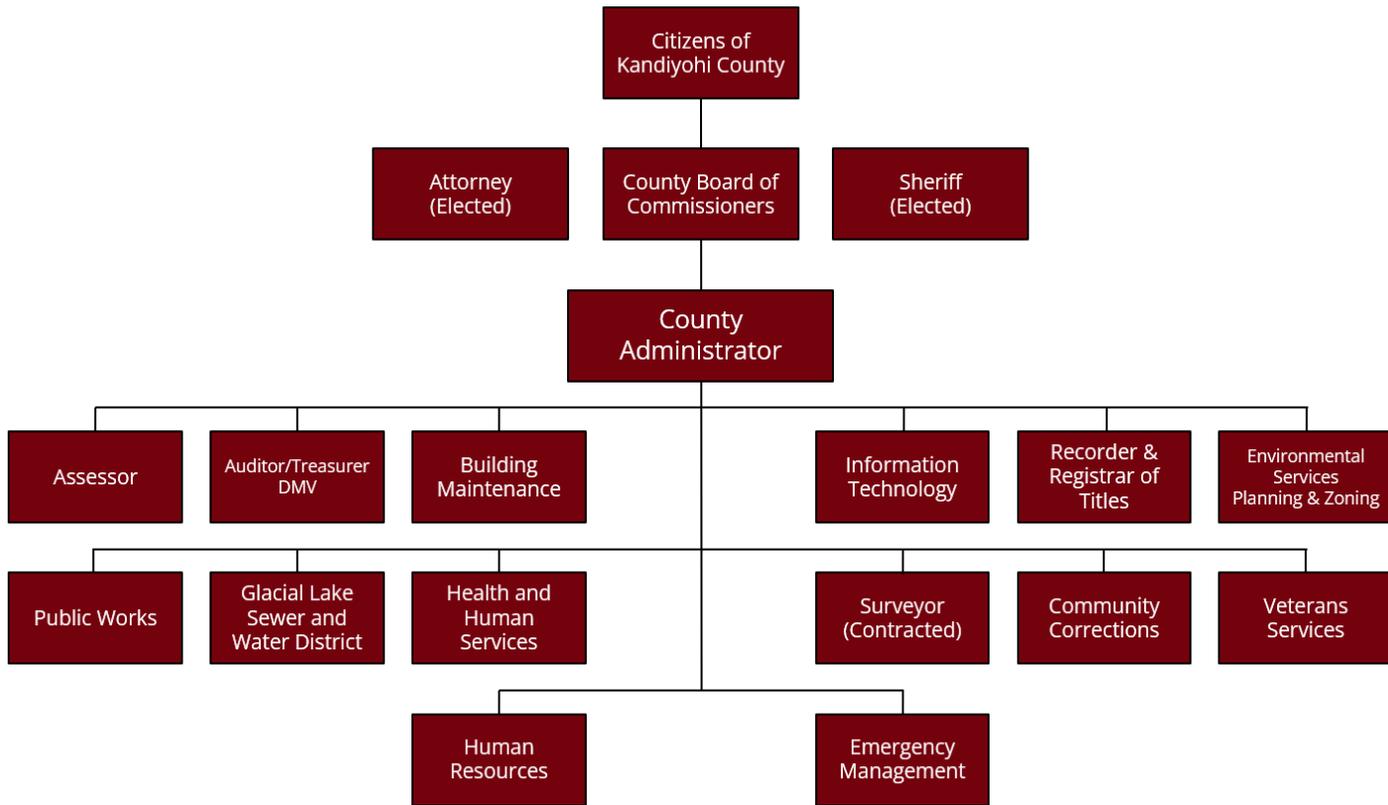
The County has a strong financial future, with over 35% in reserves, and a long-term budgeting plan. They have Long Term Rating of AAA and an Underlying Rating for Credit Program of AA as assigned by Standard and Poor's.

Kandiyohi County is a member of Counties Providing Technology (CPT) for its various technology needs.

Kandiyohi County employs 456 staff members.

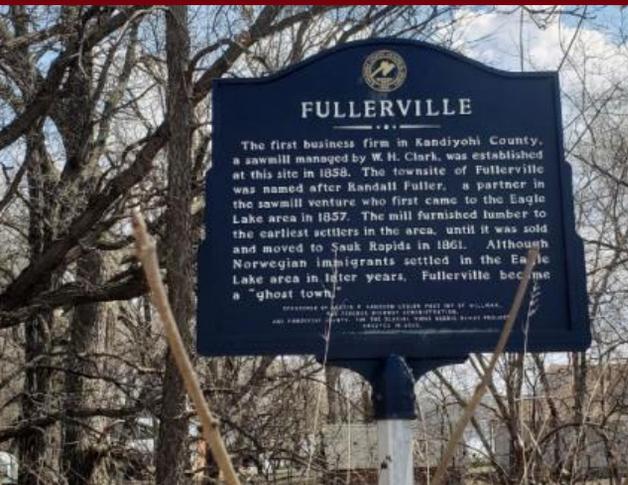
Kandiyohi County's mission is to provide services to its citizens which enhance the quality of life in an efficient and responsible manner contingent on the availability of human, natural, and economic resources.

The Organization – Cont'd



Expenditures	2020	2021	2022
Family Service	19,340,100	19,760,300	20,120,300
Road and Bridge	18,835,200	18,901,300	19,245,100
General Fund	29,570,600	29,706,500	30,897,700
Solid Waste/Score	3,851,800	5,796,700	4,855,100
Pioneerland Library	389,300	389,300	401,000
Library Operating Expense Fund 15	80,200	78,500	86,100
County Building Fund	497,500	497,500	1,841,000
LEC Building Bond	1,298,100	1,369,500	0
Capital Equipment	1,086,000	1,086,000	1,012,400
Health and Human Services Building	168,900	156,500	125,700
Central Community Transit	20,500	17,500	17,500
WRTC/CBHH	240,000	240,700	240,700
Total Expenditures	75,710,900	78,340,800	78,842,600

Core Duties of the Position



- Oversees and monitors the performance of all County departments and services by providing overall direction and leadership to all County staff, directly or through subordinate managers and supervisors which may include assigning projects and objectives, conducting performance evaluations, developing, motivating, coaching, and training employees and appointed leaders, and making hiring, termination, and disciplinary decisions.
- Sets strategic direction and goals for the County, establishes broad organizational policies and procedures, works with department heads, managers, coordinators, and other key stakeholders to implement Board policies and directives, ensures compliance with laws, regulations, policies, and procedures.
- Develops and maintains relationships and serves as a liaison to internal and external agencies including government agencies, County Commissioners, state and federal legislatures, the public, and media. Participates in a variety of meetings, committees, or related groups to communicate information on programs/services or areas of opportunity, resolve sensitive and difficult inquiries/complaints, represent the County, and facilitate County operations. Negotiates and manages contracts with external parties, as necessary.
- Makes recommendations to the County Board by presenting information on policies, decisions, actions, and other material related to strategic planning.
- Oversees and inspects County facilities to ensure efficiency of overall County operations and compliance with federal, state, and local laws and regulations.
- Oversees and manages the County's finances including operating and capital budgets. Work may involve facilitating the annual and long-term budget planning process. Authorizes, monitors, and negotiates purchases of equipment, contracts, suppliers, services, and salaries. Reviews budget, contracts, and other financial data and plans.

Desired Attributes

- Actively involved in county government, comfortable working with elected officials, and the confidence to bring issues (and solutions) forward.
- Understands the importance of Health and Human Services and has familiarity working with a County Sheriff's Department.
- Experience successfully managing and leading an organization with 400+ employees. Demonstrated strong active listening and action-oriented skills.
- Team oriented but is confident making decisions. Trusts in expertise of tenured and knowledgeable staff.
- Financially savvy with remarkable budgeting skills for a large organization that relies on its tax base and grant funds. Can efficiently balance the demands of providing high ranking levels of service to the community.
- Strives for a culture of providing high quality customer service internal and external to the organization.
- Strength in communications and educating others. Ability to explain complex issues and tell the County's story through repeated and varied communications to garner buy-in from a variety of shareholders (new County Board Members, staff, community members, elected officials, etc.).
- Is a cheerleader for the organization; has a strong backbone and a big heart.
- Promotes a workplace culture of continual learning and improvement.

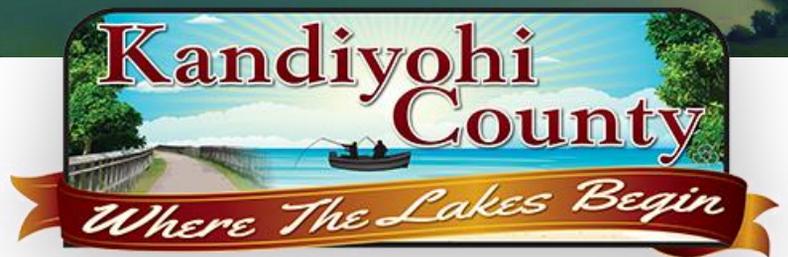


Projects/Goals



- Continue the County's customer service-oriented service model.
- Use the initial transition period (as the new County Administrator) as an opportunity for leadership development. Continue to manage in this manner and systematically develop milestones for professional growth within the organization.
- Place Kandiyohi County on the map as a globally inclusive and diverse employer.
- Actively promote Kandiyohi County as an agricultural regional center, rich in industry, and a strong tourism market with its beautiful lakes, waterways, and plentiful recreational activities. Kandiyohi County is groomed to attract large employers, tourists, and new families to the area.
- Utilize and prioritize designated American Rescue Plan Act (ARPA) dollars toward the County's efforts to extend childcare, housing, mental health services, and broadband to underserved areas of the County.
- Increase communications with citizens about various County services and how County taxpayer funds are allocated (e.g., mandated, personnel, grant funded, etc.).
- Utilize outside lens in reviewing the County's organizational structure to determine where changes can be made to remove silos, bridge generational divide, and improve allocation of services, all while continuing to provide high quality customer service.
- Continue engaging in short and long-term planning initiatives for clean water for the region, including being a voice for the County as part of Minnesota's "One Watershed, One Plan".
- Explore additional opportunities to become county partners through various collaborations and joint powers agreements with a focus on creating meaningful change.

Position Announcement



County: Kandiyohi County, Minnesota

Position: County Administrator

Salary: \$110,645 to \$160,456

Application Deadline: August 17, 2022

Job Summary: The County Administrator is responsible for the oversight and performance monitoring of all County departments and services. Responsibilities include advising the County Board, supervisory responsibility for all appointed leaders, strategic planning, leadership development, and overseeing and managing County finances including facilitation of the annual and long-term budget planning process.

Minimum Qualifications: Bachelor's degree in Public Administration or related field, eight years of related experience, or an equivalent combination of education and experience.

Apply: Visit <https://daviddrown.hiringplatform.com/112990-kandiyohi-county-administrator/386883-application-form/en> and complete the application process by August 17, 2022. Finalists will be selected on September 6, 2022, and final interviews will be held on September 27, 2022.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



DDA

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