

STEELE COUNTY

Minnesota



COUNTY ADMINISTRATOR

SALARY: \$150,000 TO \$190,000

Increased Salary Range!



WELCOME TO STEELE COUNTY!

Steele County, Minnesota, was officially organized on February 20, 1855, and originally included in what is now known as Waseca County. Re-organization in 1856 established the boundaries that are recognized today. The County is named in honor of Franklin Steele, a prominent entrepreneur credited with founding Minneapolis, Minnesota. Steele County covers 432 square miles and is 24 miles long and 18 miles wide.

The County is located 45 miles south of the Twin Cities metropolitan area on the Interstate 35 corridor, and Highway 14 provides access to Rochester which is 40 miles to the east and Mankato which is 45 miles to the west.

Steele County's thirteen townships and four incorporated cities are set among southern Minnesota's fertile farm and prairie land. Incorporated cities include the county seat of Owatonna (pop. 27,544) along with Blooming Prairie (pop. 2,003), Medford (pop. 1,383), and Ellendale (pop. 692). Steele County is a vibrant mix of cities and rich agricultural land with a strong economic base and excellent amenities.

Steele County has one of the highest concentrations of manufacturing jobs in Minnesota. The County also out paces the nation in finance/insurance jobs. The strong and diverse economy continues to grow and thrive throughout the County. In addition, a robust agricultural economy has prospered for many years and provides quality jobs on and off the farm. Prominent employers within the County include Federated Mutual Insurance Company, Bosch, Viracon, Wenger, Cybex, Daikin Applied, and Jostens. Other innovative employers include KAMP Automation and RISE Modular.

Steele County offers unique shopping areas including Cabela's Outfitters, the Medford Outlet stores, big box retailers, and quaint shops throughout the communities of the County.

Housing opportunities in the area are almost limitless. Diverse options exist in all County communities and for those who wish to live in the rural area, there are many options for that as well. Housing is available in all price ranges and in many different architectural options.

EDUCATIONAL OPPORTUNITIES

A number of public school districts serve the students of Steele County. Blooming Prairie Public Schools serves over 750 students and is comprised of an elementary school, an intermediate school, and a high school.

Medford Public School is a one building facility which opened in 2003 and houses both Medford Elementary and Medford High School. The District serves nearly 900 students.

New Richland-Hartland-Ellendale-Geneva (NRHEG) Public Schools is a consolidated school district with an elementary school in Ellendale. This District also serves nearly 900 students.

Owatonna Public Schools serves over 5,000 students throughout its facilities. It is comprised of four elementary schools, one middle school, and one high school. In November of 2019, the community voted to build a new high school and to allocate \$8M toward repurposing the current high school campus for school district and/or community needs. A new state of the art high school opened in the fall of 2023 which includes technical opportunities for students such as welding, construction, and auto mechanics.

There are also a number of private schools and charter school options available in Steele County. Choice Technical Academy is a free public charter school that serves over 40 students in grades 7-12.

Affiliated with Grace Baptist Church, Owatonna Christian School serves approximately 95 students in grades PreK-12.

St. Mary's School is a PreK-8th grade Catholic school serving approximately 380 students.

For those seeking higher education opportunities, Riverland Community College, with campuses in Austin, Albert Lea, and Owatonna, offers many liberal arts and sciences programs as well as career and technical pathway programs.





HEALTHCARE

As part of Allina Health, Owatonna Hospital is a non-profit regional medical center committed to providing quality, comprehensive care to patients in and around Steele County. Each year, the hospital provides a full range of inpatient, outpatient, and emergency care services, as well as home and palliative care and hospice.

Mayo Clinic Health System in Owatonna is part of an extensive network of community-based providers that collaborate with Mayo Clinic to deliver the highest quality care every day to people in communities throughout Iowa, Minnesota, and Wisconsin.

Mayo Clinic Health System in Blooming Prairie is also part of a network of health care providers collaborating with Mayo Clinic. Whether you are seeking routine or preventive care, there are options available including virtual or in-person appointments with mobile clinic care. Video appointments are offered with Mayo Clinic experts, close to home.

Olmsted Medical Center is coming soon to downtown Owatonna in a new commercial and residential development which includes clinical and ambulatory surgery services.

For other healthcare needs that cannot be accommodated locally, world renowned Mayo Clinic in Rochester, Minnesota, is only 40 miles east of the City of Owatonna.



RECREATIONAL ACTIVITIES & EVENTS



Visitors and residents of Steele County enjoy year-round outdoor recreational opportunities in the many parks, rivers, lakes, woodlands, golf courses, and trails within the County. The Four Seasons Centre, operated by Steele County, is a multi-building complex featuring 50,000 square feet of floor space. With hospitality and meeting space available, the Centre is the ideal place to hold a trade show, convention, rally, or banquet. The Steele County Fair is the largest County Fair in Minnesota and provides great annual family entertainment.



Steele County has numerous streams, natural springs, brooks and lakes. The largest of the waterways is the Straight River, and the largest lake is Rice Lake. Nine mineral springs are located in Owatonna in an area known as Mineral Springs Park. These springs have been analyzed and show the qualities of celebrated springs of this country and of France.



The City of Owatonna maintains over 867 acres of parkland throughout 35 parks and has over 17 miles of trails. These parks provide citizens and visitors of all ages with a variety of year-round outdoor activities. Known as "The City of Friendliness and Beautiful Parks," Owatonna has recreation and open space along its scenic waterways throughout the City.



The City of Medford has beautiful park areas with a variety of family recreational activities including a softball diamond, volleyball courts, tennis courts, basketball courts, and walking paths.



The City of Blooming Prairie provides many amenities and a bustling downtown featuring a wide variety of businesses to fulfill any commerce need. Five city parks provide an array of recreational opportunities for year round enjoyment for the community.

The City of Ellendale offers a variety of parks and other amenities that help fulfill recreation opportunities for citizens and local businesses are eager to provide goods and services in an out of the way setting.

Other recreational activities located across Steele County include the River Springs Water Park, a public library, two breweries, a bowling alley, a movie theater, a tennis center, a reptile zoo, the village of yesteryear, various fitness centers, shopping centers, four golf courses, mini golf, and 175 miles of groomed snowmobile trails that connect with five adjoining counties.

THE ORGANIZATION

Steele County employs 210 full-time and 75 part-time/intermittent/seasonal/on-call staff. The five member Steele County Board of Commissioners are elected to serve staggered four year terms.

The County Administrator is the administrative head of Steele County and is responsible for the overall management of County operations and for carrying out all decisions, policies, ordinances, and resolutions of the Board of Commissioners.

The Administrator reports directly to the Board and acts as a liaison between the Board of Commissioners and its staff.

The Administrator also serves as the Public Information Director for the County.



Mission Statement

Driven to deliver quality services in a respectful and fiscally responsible way.

Core Values

Teamwork - We serve the public best with collaboration, coordination, and community partnerships.

Positivity/Forward-Thinking - We do our work with an open-minded and constructive approach.

Respect - We are eager to serve, friendly, helpful, and kind.

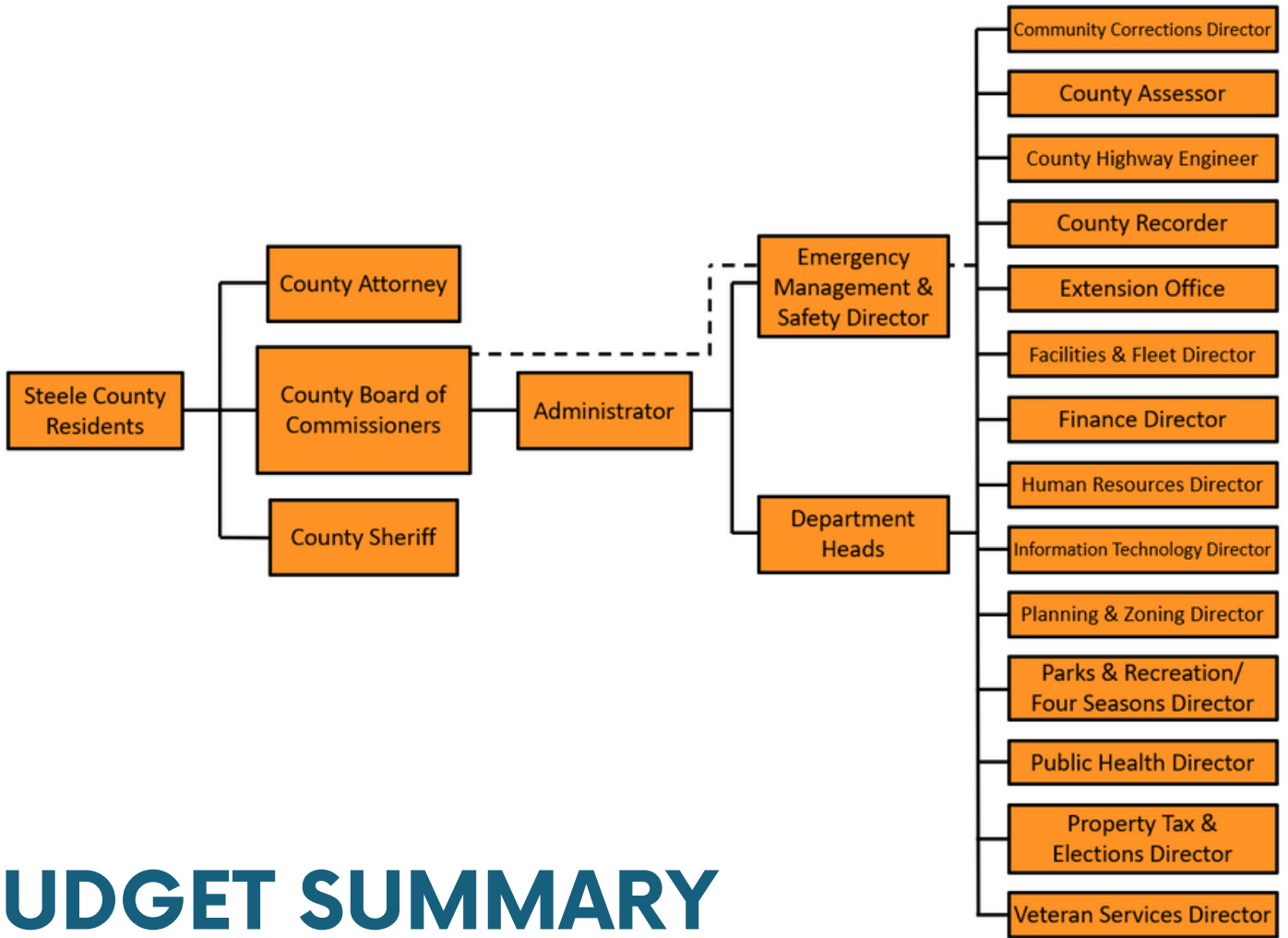
Accountability - We are fiscally and professionally transparent and reasonable.

Integrity - We are ethical, honest, and reliable.

Vision Statement

First in Service. First in Stewardship.
The County of choice...today and tomorrow.

ORGANIZATIONAL STRUCTURE



BUDGET SUMMARY

Expenditures	2023 Budget	2024 Budget
General Government	9,817,125	10,754,156
Public Safety	12,333,156	13,043,901
Highway	18,320,210	17,344,408
Human Services	5,611,620	5,779,314
Health	3,347,204	3,651,640
Culture and Recreation	890,536	976,082
Conservation of Natural Resources	962,032	974,230
Sanitation	2,376,377	2,892,534
Debt Service	1,863,533	1,865,663
Capital Outlay	7,021,100	9,802,600
Total Expenditures	\$62,542,893	\$67,084,528

CORE DUTIES OF THE POSITION

1. Serves as the chief administrative officer of the County and performs such representative tasks as:
 - Implementing County Board actions and resolutions.
 - Ensuring that the County operates in accordance with all federal, state, and local laws.
 - Following accepted standards and practices of public administration.
 - Coordinating the preparation of the County Calendar and scheduling of the County Committees as established by the Steele County Board Chairperson.
 - Making hiring decisions and recommendations for Division Director/Department Head positions to the Board of Commissioners.
 - Providing direction to Division Directors/Department Heads and Elected Officials on administrative matters under the jurisdiction of the County Board in matters of the hiring, firing, performance management, discipline, etc. of County employees, coordination of services and collaboration between departments, and the sustainment of an organizational culture that supports and enhances the County's values.
 - Functioning as main contact for all media and serving as the spokesperson for the County.
2. Oversees and manages the development of the County Budget and 5-year Capital Improvement Plan for presentation, review, and approval through the County Board Committee system and performs regular monitoring of the Board approved budget.
3. Advises the County Board and Committees regarding operational issues, items, concerns, and recommendations.
 - Advises committees of any operational issues as they arise and before presentation to the County Board.
 - Advises the Board on proposed legislation that can have an effect on County operations.
 - Represents the County at various meetings.
 - Coordinates, collaborates, and works with departments to identify innovative opportunities.
 - Plans, researches, formulates, and recommends policies, procedures, and proposals for Board consideration.
 - Oversees, manages, and implements special projects as delegated by the Board.
4. Advises the County Board and Committees regarding operational issues, items, concerns, and recommendations.
 - Keeps abreast of changing legislation, trends, and developments in areas of responsibility.
 - Participates, attends, and/or serves on various committees and professional organization's conferences, as appropriate.



DESIRED ATTRIBUTES

- Has prior successful local government experience at an Administrator level.
- Demonstrates strong inclusive leadership skills as well as verbal and written communications with staff and the elected body.
- Understands and appreciates that staff is the organization's most valuable asset.
- Exhibits integrity, transparency, follow-through, humility, and appreciation/recognition of other's contributions.
- Has strong relationship-building and facilitation skills; demonstrates tact and self-control.
- Is genuine and open to ideas; a team leader and team player; creates a positive work atmosphere.
- Is an excellent listener yet is comfortable in making difficult decisions.



UPCOMING PROJECTS & GOALS

- Meet and connect with each member of the Leadership Team, Administration staff, and County Board. Get acquainted with departments in preparation for the budgeting process.
- Create a cohesive team approach with the Leadership Team and the County Board.
- Be a cheerleader for the County to ensure it is recognized as a great place to work, live, play, and raise a family.
- Ensure the County remains on track in improving its delivery of services and identifying where efficiencies can be made.
- Implement the County's strategic plan related to attracting and retaining talented staff and strengthening work-life balance.
- Assist with the successful transition of the Auditor/Treasurer/Finance Departments.
- Take the initiative to introduce self to County-area public, non-profit, and service organizations. Engage in a listening role to confidently understand community needs and communicate ongoing County service initiatives and capital projects.
- Quickly develop and maintain relationships with Legislators to advocate for funding Steele County's large-scaled projects and initiatives.
- Immediately immerse self in the following projects: evaluate and explore a change to the County's IFS Enterprise/Tax Handling System, Annex Building capital project, opioid settlement funding spending plan, housing funds programming, and organizational structure review/changes.





POSITION ANNOUNCEMENT

COUNTY: Steele County, Minnesota

POSITION: County Administrator

SALARY: \$150,000 to \$190,000 - Increased Salary Range!

APPLICATION DEADLINE: April 8, 2024

JOB SUMMARY: Under the direction of the County Board, the County Administrator serves as the chief executive officer of the County. Duties of the job involve researching, planning, and advising the County Board regarding County-wide policies and objectives and recommendations for action, implementing Board actions and resolutions, overseeing labor negotiations, County budget development and capital improvement plans, and providing direction and administrative oversight and evaluation of County non-elected Division Directors/Department Heads.

MINIMUM QUALIFICATIONS: Bachelor's degree in Business, Public Administration, or closely related field and five (5) years of management and leadership experience in the areas of finance, personnel administration, government, and public administration or closely related field. A master's degree is preferred.

APPLY: Visit <https://daviddrown.hiringplatform.com/195667-steele-county-administrator/780176-application-form/en> and complete the application process by April 8, 2024. Finalists will be selected on April 22, 2024, and final interviews will be held on May 14, 2024.

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



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