

# MAHNOMEN COUNTY

M I N N E S O T A

Seeks to fill the position of:

## COUNTY ADMINISTRATOR

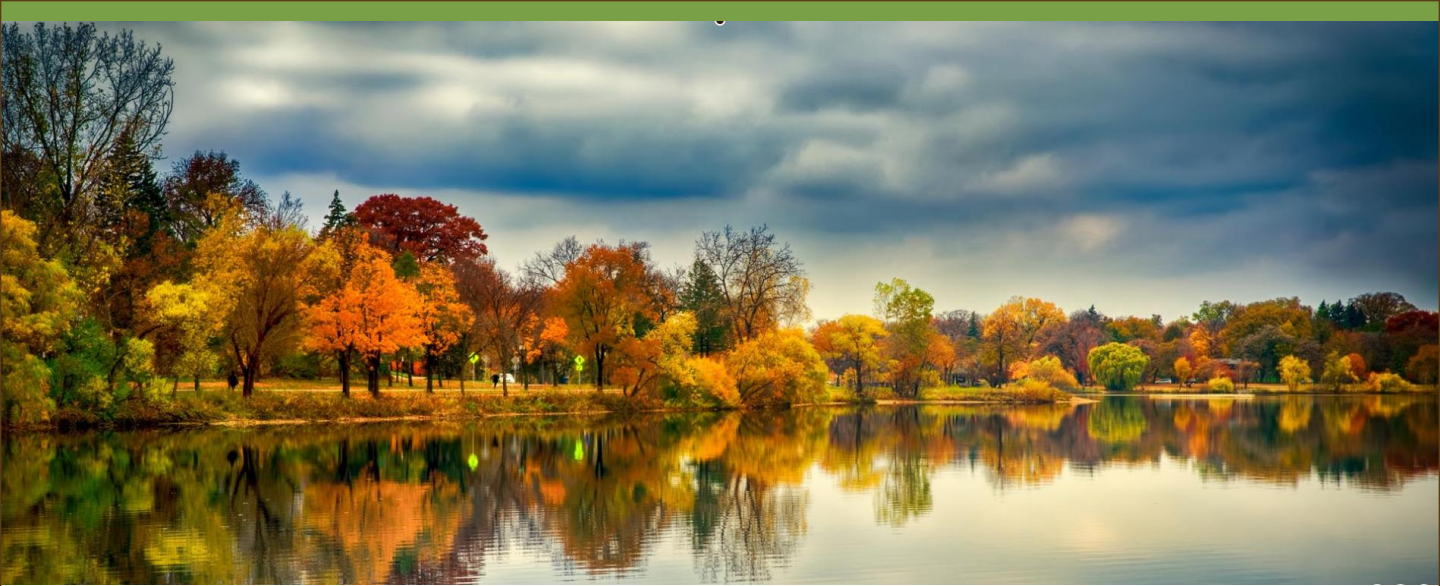
### SALARY RANGE:

\$107,016 TO \$143,811



Made up of three cities, 16 townships, and 10 other communities, Mahnomen County is home to approximately 5,400 residents. The City of Mahnomen serves as its county seat. The County was named after this City, the name of which is one spelling of the Ojibwe word for "wild rice." Mahnomen County is part of the White Earth Indian Reservation. It is the only county in Minnesota entirely within an Indian reservation.





## THE COMMUNITIES

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Mahnomen, a City of 1,233 residents, serves not only as the county seat but also as a trade, health, education, recreation, and tourism center for those living within a 40-mile radius. Located along the Wild Rice River, Mahnomen is home to an excellent hospital and clinic, exceptional educational opportunities, the White Earth Tribal and Community College, and the Shooting Star Casino and Hotel. Shooting Star is comprised of a Las Vegas style casino floor, a state-of-the-art concert venue, event space, a luxury hotel and spa, and award-winning dining establishments. Mahnomen is also home to the B.C. Ness Mahnomen County Historical Museum which contains many interesting exhibits including a country school, country kitchen, Schermerborn Farms (Mahnomen County's Bonanza Farms of the early 1900's), a Native American exhibit, an agricultural display, and other rotating displays throughout the season. Mahnomen also hosts the Mahnomen County Fair.

Waubun is located in the southern part of Mahnomen County and is home to approximately 413 residents. In 1905, Waubun was first established as Bement in Norman County. In 1906, Bement was changed to Waubun meaning "rising sun" in the Ojibwe language when it became part of Mahnomen County.

The City of Bejou is home to 87 residents. In 1904, the village of Bejou was established and remained as a township until it was incorporated in 1921. A grain elevator, livery barn, blacksmith shop, hardware store, lumber yard, bank, restaurant, hotel, tavern, two general merchandise stores, a butcher shop, and a dance hall were some of the early businesses in Bejou.

The White Earth Nation is home to the White Earth Band located in northwestern Minnesota. It is the largest Indian reservation in the state by land area and is one of seven bands that make up the Minnesota Chippewa Tribe. The reservation includes all of Mahnomen County plus parts of Becker and Clearwater Counties. White Earth Nation's population was 9,192 as of the 2000 census.

White Earth Nation has an economy which is similar to other Native American reservations. In 2011, the government of the White Earth Nation employed nearly 1,750 employees. White Earth Nation owns and operates an event center, a hotel, the Shooting Star Casino, the White Earth Housing Authority, the reservation's community college, and other business enterprises.

## EDUCATIONAL OPPORTUNITIES

The Mahnomen Public School District currently serves approximately 660 PreK-12<sup>th</sup> grade students in the Elementary, Secondary, and Alternative Learning Center Schools. The District takes great pride in its rich and diverse heritage.

Mahnomen– St. Michael’s Catholic School serves approximately 47 students in grades PreK-6<sup>th</sup> grade and offers small class sizes and one on one attention.



Waubun-Ogema-White Earth Schools (WOWE) serves 705+ PreK-12<sup>th</sup> grade students. The elementary school is located in Ogema, and the high school is located in Waubun. The school district is also home to a school forest. Located approximately 9.5 miles from Waubun High School, the school forest provides an outdoor classroom for students and the community. The school forest is outfitted with a classroom/warming house and miles of trails that are ideal for walking and skiing.

Mahnomen- White Earth Tribal and Community College (WETCC) is a community college located in Mahnomen. WETCC is a member of the American Indian Higher Education Consortium (AIHEC) which is a community of tribally and federally chartered institutions working to strengthen tribal nations and make a lasting difference in the lives of American Indians and Alaska Natives. WETCC was created in response to the higher education needs of American Indians and generally serves geographically isolated populations that have no other means of accessing education beyond the high school level.

## HEALTHCARE

Mahnomen Health Center has been serving the residents of Mahnomen County since 1959. In 1999, Mahnomen Health Center became Minnesota’s first critical access hospital. Today, it is a 10-bed critical access hospital and a 32-bed nursing home owned by Mahnomen County and the City of Mahnomen. They offer a wide variety of services including acute care, recovery care, emergency services, hospice, rehabilitation, radiology, laboratory, and ambulance services. They also utilize telemedicine to provide access to medical professionals remotely.

Mahnomen is also home to the Essentia Health St. Mary’s-Mahnomen Clinic where their Doctor and Physician Assistant make family medicine easily accessible.



Sanford Health Mahnomen Clinic is also located in the City of Mahnomen and serves residents throughout the County. Some of the services that this clinic provides include dermatology, family medicine, orthopedics, psychology, and women’s health.

White Earth Indian Health Service (IHS) operates the Naytahwaush Health Center where patients are afforded primary care as well as dental services.

# THE ORGANIZATION

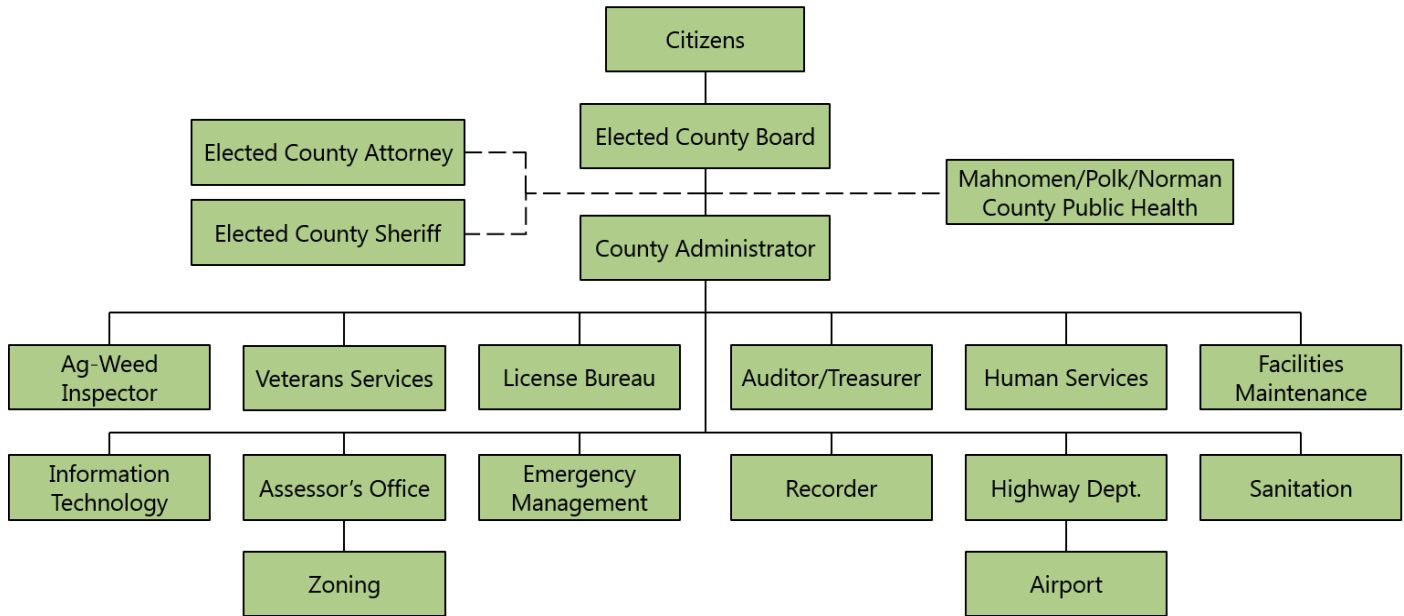


Mahanomen County is governed by the Board of Commissioners. These elected officials represent the five districts of the County.

The County provides a full range of services including Assessor, Attorney, Auditor, Emergency Services, Highway, License Bureau, Maintenance, Recorder, Sheriff, Social Services, Treasurer, Veterans Services, Zoning & Sanitation, and the Mahanomen County Senior Center.

The County Administrator position is responsible for overseeing and managing the operations, functions, and personnel of the County and involves administering the County's mission and programs including planning, organizing, developing, implementing, budgeting, coordinating, and directing. This position serves as the agent of the Board and carries the primary responsibility for employee relations.

# ORGANIZATIONAL STRUCTURE



# BUDGET SUMMARY

	2023 Adopted	2024 Adopted
General Government	2,666,488	2,701,403
Public Safety	3,720,720	4,172,220
Streets & Highways	2,231,832	1,933,984
Sanitation	226,037	230,346
Human Services	3,351,763	3,475,987
Health	127,918	127,918
Culture & Recreation	46,995	48,020
Conservation of Natural Resources	332,747	350,613
Economic Development	265,042	268,608
Misc. Current Expenditures	715,260	711,595
Total Current Expenditures	13,684,802	14,020,694
Debt Service - Principal	70,000	85,000
Interest & Fiscal Charges	41,294	39,719
Streets & Highways Construction	1,961,103	3,392,039
Capital Outlay	584,588	740,500
Transfers to Other Funds	17,423	21,496
<b>Total Expenditures &amp; Other Financing Uses</b>	<b>\$16,359,210</b>	<b>\$18,299,448</b>



# ADMINISTRATOR DUTIES AND RESPONSIBILITIES

## CLERK TO THE BOARD

- Organizes and directs the preparation of the agenda for regular and special meetings of the County Board.
- Oversees the preparation of minutes and necessary correspondence relating to functions of the County Board.
- Attends all County Board meetings.
- Participates in discussions and makes special studies and reports.
- Assists the County Board in the development of policies for the operation of County government.
- Ensures that all orders, resolutions, and regulations of the County Board are faithfully executed.
- Encourages and allows access of all department heads to the County Board.
- Performs legislative tracking and lobbying. Carries the County message to area legislators and state commissioners.
- Responsible for the facilitation of strategic and long-range planning for the County.

## HUMAN RESOURCES MANAGEMENT

- Maintains a positive and standardized employee recruitment program.
- Oversees labor relations activities to ensure the effective resolution of labor agreements within budgeted guidelines, consistent with effective business operations and in compliance with PELRA.
- Designs personnel forms and directs the maintenance of personnel records by all departments.
- Serves as EEO specialist.
- Proposes, publishes, and administers personnel policies.
- Administers the job classification system which includes classifying and reclassifying positions, writing job descriptions, and pay scales. Conducts wage and salary surveys.
- Oversees the acceptance of all County applications and works with applicants and department heads.
- Oversees the processing of all new employees and the orientation process.
- Authorizes all payroll transactions.

# ADMINISTRATOR DUTIES AND RESPONSIBILITIES-CONT'D

## BUDGET AND FINANCIAL PLANNING

- As per MN Statute 375A.06 Sub. 4 (e), the Administrator shall prepare and submit to the County Board a proposed annual budget and long-range capital expenditure program for such period as the County Board may direct, each of which shall include detailed estimates of revenue and expenditures and enforce the provisions of the budget when adopted by the County Board. Preparation of the annual budget will be done in conjunction with the County Auditor/Treasurer.
- Enforces the adopted budget as directed by the County Board and reports on the financial condition of the County including the status of major projects and programs.
- Oversees purchases as per County policy.
- Responsible for Capital Improvement Planning.
- Reviews and recommends modifications and conducts studies for changes for Joint Powers and Contract Management.
- Submits to the County Board recommendations concerning the affairs of the County, its future financial needs, and its offices, departments, and agencies.

## DEPARTMENT MANAGEMENT

- Provides direction to department heads regarding the County's goals and objectives.
- Conducts annual performance reviews of department heads and manages ongoing performance management efforts.
- Chairs the department head meetings and safety meetings.
- Investigates the County's position as it pertains to special legislative actions and recommends options available to the County Board.
- Directs the establishment of a purchasing system and coordinates its availability and use by departments.
- Develops and supervises the maintenance of internal and external communication, data processing, property management, public information, and risk management functions and services as directed by the County Board.
- Serves as county's Data Practices Compliance Officer.
- Serves as the contact for the Minnesota Counties Insurance Trust (MCIT) for property/casualty and workers compensation insurance, oversees the proper submission of claims, routes correspondence to the affected parties in claims resolution, participates in subrogation efforts of MCIT, and attends MCIT training sessions. Oversees the maintenance and operation of County buildings and administers related contracts and lease agreements for rental facilities.
- Attends professional meetings and keeps abreast of new developments affecting county government operations and management.
- Responsible for organizational and department reviews for staffing and duties.

# ADMINISTRATOR ATTRIBUTES AND GOALS

## ATTRIBUTES

- Understands the nature of Mahanomen County and embrace the culture of the County.
- Is willing to be involved in the organization as well as the community - one who wants to make this community/area their home.
- Someone who is able to work cohesively with the White Earth Tribal Nation.
- A doer as well as a leader.
- Has fiscal, financial, budget experience. Someone who can balance and match needs with efficient and conservative finances/revenues. Adept at future financial planning.
- Has experience with human resources and can lead and manage people.
- Someone who is able to deliver the "tough messages."
- Someone who can work with and alongside staff vs over staff. One who can build rapport, collaborate, be a team player, and create a team/teamwork.



## GOALS

- Continue to build up the human resources function so that the organization functions under a standardized set of policies and procedures.
- Continue to work on infrastructure projects including remodeling of a newly purchased facility for the Social Services Department and related courthouse renovations.
- Work with the appropriate local partners assisting in the development of a new hospital facility.
- Under the direction of the Board, continue to move forward with departmental consolidations that streamline and simplify services for the citizenry.
- With the Board, continue to develop the Administrator position so that it meets the needs of the organization.
- Establish and strengthen relationships with cities in the County, the State and Federal government, and with the White Earth Tribal Nation.
- Build upon staff interactions with the Board that streamline and clarify the relationship while preserving the positive relationships that currently exist.





# POSITION ANNOUNCEMENT

**County:** Mahnomon County, Minnesota

**Position:** County Administrator

**Salary:** \$107,016 to \$143,811

**Application Deadline:** April 10, 2024



**Job Summary:** This position is responsible for overseeing and managing the operations, functions, and personnel of the County and involves administering the County's mission and programs, including planning, organizing, developing, implementing, budgeting, coordinating, and directing. This position serves as the agent of the Board and carries the primary responsibility for employee relations.

**Minimum Qualifications:** Bachelor's degree in Human Resources, Public Administration, Personnel Management, or related field, and at least five (5) years of experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge and abilities for this position.

**Apply:** Visit <https://daviddrown.hiringplatform.com/203140-mahnomen-county-administrator/816722-application-form/en> and complete the application process by April 10, 2024. Finalists will be selected on April 30, 2024, and final interviews will be held on May 29, 2024.

Please direct any questions to Bart Fischer at [bart@daviddrown.com](mailto:bart@daviddrown.com) or 612-920-3320 x119.



**DDA**

Human Resources, Inc.  
a David Drown Associates Company

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