



DAKOTA COUNTY

Minnesota

COUNTY MANAGER

SALARY: \$167,482 TO \$261,691

Anticipated Hiring Range: Low to Mid \$200s

Welcome to Dakota County



Cities in Dakota County

Apple Valley	Mendota
Burnsville	Mendota Heights
Coates	Miesville
Eagan	New Trier
Empire	Northfield
Farmington	Randolph
Hampton	Rosemount
Hastings	South St. Paul
Inver Grove Heights	Sunfish Lake
Lakeville	Vermillion
Lilydale	West St. Paul

Townships in Dakota County

Castle Rock	Nininger
Douglas	Randolph
Eureka	Ravenna
Greenvale	Sciota
Hampton	Vermillion
Marshan	Waterford

Dakota County has an area of 587 square miles including 22 cities and 12 townships. It is one of seven counties comprising the Twin Cities metropolitan area. Dakota County lies within the confluence of the Minnesota and Mississippi rivers along the northern border and the confluence of the Mississippi and St. Croix rivers on the eastern border. The county seat, Hastings, is located on the Mississippi River 18 miles southeast of the state capital, Saint Paul.

Dakota County is the third most populous county in Minnesota, with an estimated population of 447,440.

Prominent employers in Dakota County include a variety of Fortune 500 companies and industries including many technology companies, leading U.S. food distributors and headquarters for the Minnesota Vikings. The largest industries, in terms of the number of establishments, include professional and technical services, construction, retail trade, health care, finance and insurance. The county workforce is well-educated, and the unemployment rate in Dakota County is well below the state and national averages.

Welcome to Dakota County



Public School Districts

- Burnsville-Eagan-Savage Public Schools
- Cannon Falls Public Schools
- Farmington Public Schools
- Hastings Public Schools
- Intermediate School District
- Inver Grove Heights Public Schools
- Lakeville Area Public Schools
- Northfield Public Schools
- Randolph Public Schools
- Rosemount-Apple Valley-Eagan Public Schools
- South St. Paul Public Schools
- West St. Paul-Mendota Heights-Eagan Area Schools

Higher Education Facilities

- Dakota County Technical College (Rosemount)
- Inver Hills Community College (Inver Grove Heights)

Dakota County is also home to a number of high quality non-denominational and denominational private schools.

Community Health Care

There are three hospitals in Dakota County – Fairview Ridges, Regina Medical Center and Northfield Hospital, with a total of approximately 244 beds. There are also 33 primary care clinics scattered throughout the county and roughly 270 dentists providing care in Dakota County. Long-term care facilities include 14 supervised living facilities, 181 assisted living facilities and nine nursing homes.

Recreation in the County

The Dakota County Parks System includes three regional parks, two regional park reserves, one county park and seven regional trails. Recreation opportunities include hiking, biking, camping, picnicking, swimming, boating, fishing, archery, cross-country skiing, mountain biking, snowshoeing and horseback riding, among other activities.

Popular Amenities

- Dakota County Library (10 locations)
- Big Rivers Regional Trail
- Byllesby Dam & Lake Byllesby Regional Park
- Lebanon Hills Regional Park
- Mississippi River Greenway
- Rock Island Swing Bridge
- Spring Lake Park Reserve
- Thompson County Park
- Whitetail Woods Regional Park
- Minnesota Zoo
- Pine Bend Bluffs
- Vermillion River
- Vermillion Falls
- Dodge Nature Center

The Organization



The mission of the Dakota County government is to provide efficient, effective, responsive government that achieves the Board of Commissioners' vision for Dakota County: a premier place in which to live and work.

Dakota County is governed by a seven-member Board of Commissioners individually elected from seven separate districts. The Board is responsible for adopting an annual budget, setting the annual property tax levy, hiring the County Manager, adopting ordinances, and setting staffing levels, compensation and benefits. The Board develops annual priorities, represents the County in multijurisdictional organizations, provides direction and strategic planning for County services, approves plats, and approves design and development projects. The Board also acts as the Community Public Health Board.

Strategic Plan Goals

A Great Place to Live

Dakota County strives to be a welcoming place where all people are safe, have opportunities to thrive, and enjoy a high lifelong quality of life.

A Healthy Environment with Quality Natural Areas

Dakota County protects and maintains natural resources for the health and enjoyment of current and future residents.

A Successful Place for Business and Jobs

Dakota County fosters business and employment success through modern infrastructure, low taxes, and a prepared, connected workforce.

Excellence in Public Service

Dakota County demonstrates sound stewardship of human and financial resources, communicates and engages with the public, and innovates and collaborates to provide excellent service.

Board Priorities

Action items

Role of Government

- Revise a state-mandated Solid Waste Management Plan
- Refresh the County's Park System Plan
- Refresh the Library Strategic Plan
- Decide the County's future role and funding for the Dakota 911 communications center

Housing

- Develop a strategy for allocating \$12 million annually in new state housing funds
- Refine the Housing Business Plan — a continuum of housing stabilization, shelter and new unit production in cooperation with the Dakota County Community Development Agency (CDA)

Economic Development

- Revisit current County roles and practices through an economic development lens
- Explore opportunities for collaborating with potential partners on strategic infrastructure and land development

Budget and Finance

- Determine future capital finance strategies
- Implement revisions to the budget process and calendar

Health and Accessibility

- Evaluate Family Resource Centers as a strategy to improve community access to integrated human services
- Update the County's Community Health Improvement Plan based on the results of the Community Health Assessment

Monitoring Items

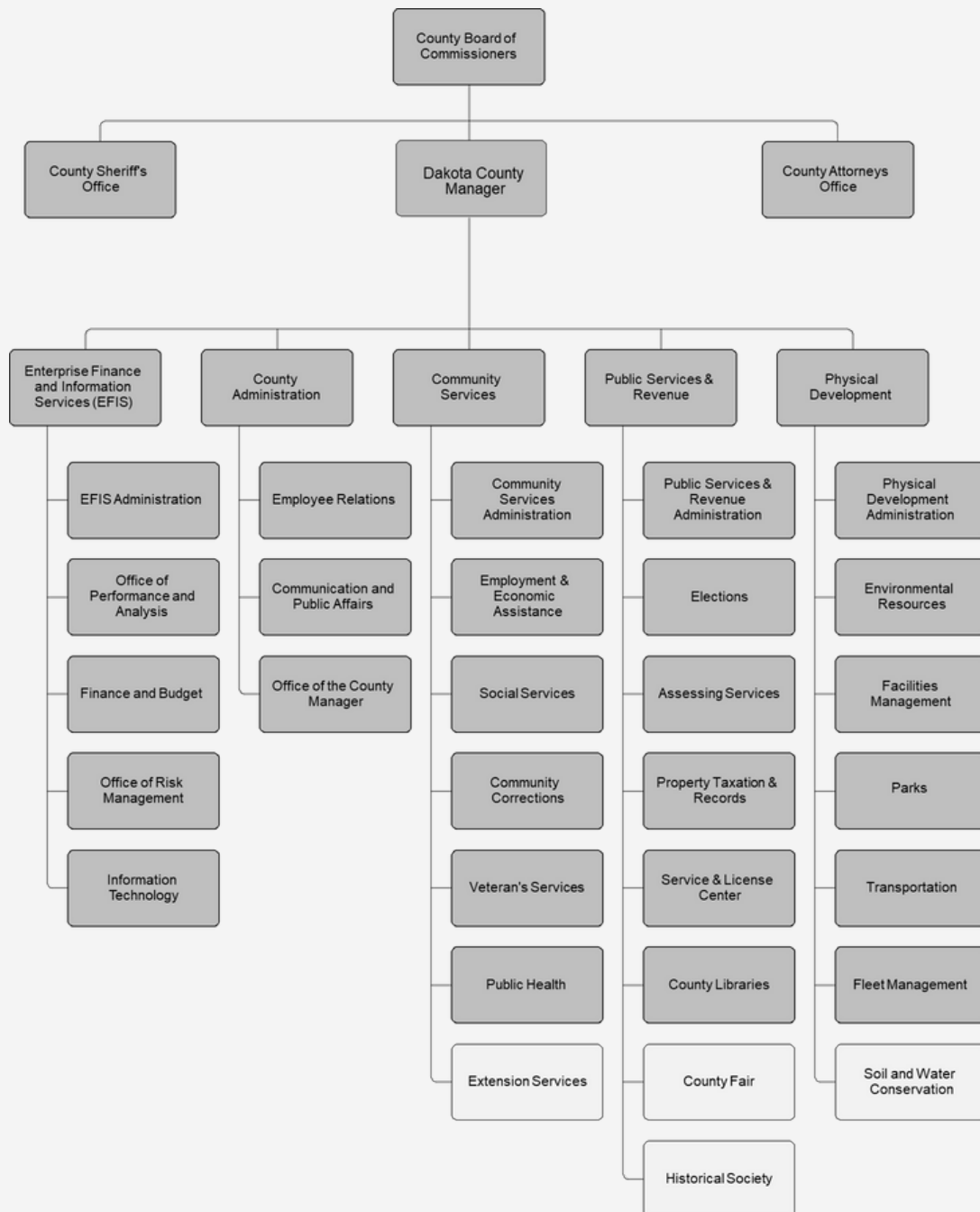
- Administer 2024 elections
- Pursue 2024 legislative priorities
- See progress on key capital improvement projects
- Ensure the Freeway Landfill, a legacy site adjacent to the Mississippi River, is remediated appropriately
- Decide on utilization of opioid settlement funds
- Plan for a new County website

The Organization



Organizational Structure

Total FTEs: 2,113



The Organization



Dakota County's financial strengths are affirmed by the current bond ratings by both Moody's and Standard & Poor's, indicating Dakota County's strong capacity to meet its financial obligations. The County's strong financial condition was recognized by the AAA bond rating by Standard and Poor's and Aaa bond rating by Moody's.

Dakota County currently maintains a competitive property tax rate among the metropolitan counties. During the past several years, the County has continued to provide exemplary services with little increase in the overall cost of government to residents.

	2022 Adopted	2023 Adopted	2024 Adopted
Administration	7,453,683	7,757,801	8,428,827
Community Services	146,410,106	156,285,345	170,156,956
Public Services & Revenue	26,533,056	28,652,545	31,952,150
Enterprise Finance & Information Services	22,248,086	22,059,750	26,094,242
County Sheriff	24,999,070	26,622,304	29,982,565
County Attorney	8,721,255	9,052,854	9,271,601
Physical Development	41,473,740	43,318,480	48,761,608
Non-Departmental Budgets	11,664,151	12,475,701	11,563,303
Total Operations	\$289,503,147	\$306,224,780	\$336,211,252
Capital Improvement Programs (CIP)	152,181,626	131,789,095	178,101,635
Grand Total	\$441,684,773	\$438,013,875	\$514,312,887



The Position



Position Summary

The Dakota County Manager reports directly to the County Board and functions as the administrative head of the County. This position participates with the Board in the creation of the vision and strategic plan for Dakota County and assists the County Board in developing policies, programs and plans for improved management of the County. The County Manager provides direction to County division leaders and oversees the planning, development, management, coordination, delivery and evaluation of overall administration of County affairs. The County Manager also provides direction in the implementation of County Board policies and directives and recommends the annual County budget.

The position of Dakota County Manager involves the application of a high degree of judgment and independent initiative. They are responsible for appointing and supervising all division leaders and County Administration staff and authorizes division leaders to appoint, review and transfer subordinates in their divisions and departments.



Core Duties of the Position

- Participates with the County Board in the creation of the vision and strategic plan for Dakota County.
- Provide direction to division leaders in developing policy recommendations and programs and in clarifying and delegating County Board directives and policies.
- Provides recommendations and day-to-day assistance to the County Board and Board committees in the development and evaluation of policies and programs for the County.
- Provides management and leadership direction to the County by evaluating current operations and developing new plans and programs.
- Prepares, recommends and presents the annual budget to the County Board and manages and administers the budget throughout the year.
- Promotes a motivated workforce that demonstrates professionalism and competence.
- Promotes a respectful workplace that values inclusiveness and excellence.
- Provides day-to-day assistance and management direction to County departments and programs through program review, fiscal control and administrative overview.
- Performs other duties and exercises other responsibilities as may be necessary and appropriate to the head of County administration.
- Maintains effective working relationships with intergovernmental partners, the business community and other agencies that work with Dakota County.

The Position



Desired Qualities and Attributes of the County Manager

Working with the County Board: Communication, Trust and Relationships

Builds trust through candid, straightforward, honest, equitable and transparent communication to create a strong and effective working relationship with Board members.

Role of the County Manager

Understands that the role of the County Manager in Dakota County is evolving and has the desire and capacity to work with the County Board to define the role with clear expectations for the future.

Vision, Systems, and Strategy

A visionary and strategic thinker who understands the macro view and how systems work together, seeks input and then charts a course of action, delegates appropriately, and moves forward with determination and resolve.

Understands Environmental Pressures

Understands the multiple external and internal dynamics shaping a large suburban, growing county; brings an anticipatory perspective to think ahead and project their impact on the work of the County.

Decision-Maker with Clarity and Conviction

Capacity to make decisions with confidence, clarity, and purpose and brings an energy and passion for identifying “what’s next” to reimagine the future of County programs and services.

Strategic Financial Acumen and Leadership

Brings a strong understanding of government finance including strategic financial acumen and a sense of fiscal responsibility to balance day to day operations with short- and long-term capital needs in a fiscally conservative culture.

Collaborator that Builds Partnerships and Develops External Relationships

Enhances relationships with the many distinct and diverse County partners including the County Sheriff, County Attorney, businesses, Chambers of Commerce, and local governments, including schools, cities, nonprofits, regional entities, etc.

Self-Confident Leader with Character, Integrity, and Transparency

Brings a high level of emotional intelligence, positive energy and vibrancy to the role of County Manager; has the capacity to motivate and lead a diverse workforce with self-confidence that builds trust and integrity with the staff.

The Position



Desired Qualities and Attributes of the County Manager

Accountability, Responsibility, and Consistency

Understands the role of a County Manager is challenging and takes responsibility for their own actions and actions of others; adapts, adjusts and makes changes to ensure consistency and accountability.

Organizational Development and Infrastructure

Experience leading large, complex multi-dimensional public sector organizations with the interest and capacity to assess its strengths and needs, including understanding the critical role of the support service departments and supporting them to make advances in overall organizational efficiency and effectiveness.

Organizational Capacity and Health

Ability to assess the County's overall health with an understanding of the mental and physical pressures within the workplace; takes action to support a strong and healthy workplace culture.

Analytics and Innovation

Capacity to ask difficult and probing questions to uncover underlying problems and potential solutions and be open to innovative ideas, approaches and new opportunities.

Workforce Development

Understands the many employment dynamics in the public sector; partners to create a culture which focuses on succession planning, employee development, recruitment and retention, and building a diverse workforce in a post-COVID environment.

Strategic Planning

Rapidly gets up to speed with the strategic planning work underway; works with the Board and staff to fulfill the commitment that began in 2023.

Communicator and Effective Listener

Strong verbal and written communication and listening skills, using tools and methods distinct and unique to the message, individual and group.

Position Announcement



County: Dakota County, Minnesota

Position: County Manager

Salary: \$167,482 to \$261,691 (anticipated hiring range: low to mid \$200s)

Application Deadline: April 24, 2024



Job Summary: The Dakota County Manager reports directly to the County Board and functions as the administrative head of the County. This position participates with the Board in the creation of the vision and strategic plan for Dakota County and assists the County Board in developing policies, programs and plans for improved management of the County. The position provides direction to County division heads and oversees the planning, development, management, coordination, delivery and evaluation of overall administration of County affairs. The County Manager also provides direction in the implementation of County Board policies and directives and recommends the annual County budget.

Minimum Qualifications: Master's degree in Public or Business Administration, or closely related field, with coursework or experience in program planning and budgeting, 10 years of experience with increasing responsibilities in administration in the public sector, at least five of which are at an advanced management level, or an equivalent combination of education and experience.

Apply: Visit <https://daviddrown.hiringplatform.com/205500-dakota-county-manager/831823-application-form/en> and complete the application process by April 24, 2024. Finalists will be selected on May 21, 2024, and interviews will be held on June 12, 2024.

Please direct any questions to Bart Fischer at bart@daviddrown.com or 612-920-3320 x119.



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