

POLK COUNTY

Minnesota

Seeking to fill the position of Deputy Administrator

Salary Range: \$102,274 to \$130,021

Polk County, with a population of 31,524, is located in northwestern Minnesota and is the fifth largest county in the State by land area. The County consists of 58 townships and 15 cities, and the City of Crookston serves as the county seat.

Polk County is proud to be home to the Glacial Ridge National Wildlife and Rydell National Wildlife refuges, several very popular recreational lakes, two county park-campgrounds, two of American Crystal Sugar Company's processing plants, and the University of Minnesota-Crookston and Northland Community Technical College (East Grand Forks) campuses. The County as also ranked #1 in three areas of crop production- spring wheat, dry beans, and sugar beets.

The Polk County organization is governed by a five-member Board of Commissioners. It is the mission of Polk County to provide a comprehensive, high-quality set of governmental services to the landowners, businesses, residents, and visitors to Polk County in a professional, courteous, efficient, and cost-effective manner. County operations and services are provided by its approximately 300 employees.

Under broad policy guidance and direction, the Deputy Administrator is responsible for providing assistance and support to the County Administrator by carrying out special projects and leading the assigned departments. The position serves as an integral member of the administrative management team to make a wide range of policy and management decisions for the County and performs leadership and staffing to the County Board for committees and projects as assigned by the Administrator. The Deputy Administrator performs a wide variety of work involving continual public, intergovernmental, and interdepartmental relations. The position also acts in the absence of the County Administrator and performs skilled and responsible technical analysis and administrative functions in planning, organizing, directing, and supervising County-wide administrative policies, activities, and other services as assigned by the Administrator.

Minimum qualifications include a bachelor's degree in a related field and six years of progressively responsible experience with three of those years in a supervisory role or a master's degree in a related field and four years of progressively responsible experience with two of those years in a supervisory role, or an equivalent combination of education and experience. Budget preparation experience is required.

To apply, visit <https://daviddrown.hiringplatform.com/88210-polk-county-deputy-administrator/280333-application-form/en> and complete the application process by February 4, 2022.

Please direct questions to Gary Weiers at gary@daviddrown.com or 612-920-3320 x109.



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