



COUNTY ADMINISTRATOR POSITION PROFILE
SALARY RANGE: \$124,000 to \$175,000

Welcome to Winona County



Located in beautiful southeast Minnesota on the shores of the Mississippi River, Winona County is Minnesota's 19th largest county by population. Established on February 23, 1854, the County covers an area of 626 square miles, and its eastern border is the Mississippi River. The first non-native to live in the area was the Reverend J.D. Stevens. He was an early missionary to the Sioux Indians who made their home in present day Winona.

The bluffs along the Mississippi in Winona County are the highest of any county along the river and make up the eastern border of Winona County. The western portion of the County consists of rolling prairies and valleys. In addition to the Mississippi River, the County has many streams that abound with trout and are popular for fishing. The County greatly appreciates its unparalleled beauty and rich resources. There exists a deep desire to protect the agricultural heritage and help producers be innovative in their approach. Winona County is rich in history, rich in resources, and most importantly, it is rich in people. The citizens are the base from which the organization is constructed, and the efforts of the organization center on meeting their needs and expectations.

There are 11 incorporated cities in Winona County, and the City of Winona serves as its county seat with a population of 27,252 residents. The second largest city is the City of Goodview which has 4,169 citizens, followed by St. Charles with 3,855 residents, and Lewiston where 1,518 people reside. The other communities in the County vary in size from 50 to 1,322 residents.

There are also 19 townships in the County. The largest townships of Wilson and Homer are home to over 1,000 residents each and are adjacent to the City of Winona. The County highly values positive relationships with its cities and townships and works jointly with them whenever possible.

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Educational Opportunities

Winona County is served by eight school districts, though three districts serve the majority of the students of the County. These districts include the Winona Area Public Schools, St. Charles Public Schools, and Lewiston-Altura Public Schools.

The Winona Area Public Schools district serves nearly 2,800 students and is comprised of eight facilities – Early Childhood, three elementary schools, one middle school, one high school, the Winona Area Learning Center, and WAPS Online Academy.

St. Charles Public Schools is home to an elementary school, a middle school, and a high school and serves approximately 1,000 students of the district.

Between its elementary school, intermediate school, and high school, the Lewiston Altura Public Schools enrolls nearly 745 students.

In addition, there are several charter schools and private parochial schools throughout the County that serve students from PreK-12th grade.

For those looking for higher education opportunities, there are several options. Winona State University (WSU) is a comprehensive public university with an estimated enrollment of over 7,600 students. WSU serves students across two campuses in Winona and Rochester, Minnesota. St. Mary's University is a private institution offering undergraduate, bachelor's completion, master's, and doctoral degrees to approximately 5,550 students. St. Mary's has campuses in Winona, Rochester, and Minneapolis, Minnesota. Minnesota State College Southeast is a public comprehensive technical and community college that offers 100 different majors to approximately 2,660 students between its two facilities in Winona and Red Wing, Minnesota.



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Recreation and Community Events

Recreation has always been an important part of life for residents and visitors of this community. Whether you are looking for family fun, outdoor recreation, shopping, dining, or sightseeing opportunities, the Winona County area has you covered.

The Mississippi Bluff Land is an outdoor playground enjoyed year-round and provides breathtaking views and exciting opportunities for climbing, hiking, skiing, bicycling, and even birdwatching. A well-known and distinguishing landmark of Winona is the Sugar Loaf, which reaches nearly 85 feet tall and offers a great view of the City. The Mississippi River entices paddlers, boaters, swimmers, and those looking to catch the big one with its wide channel, calm backwaters, and sunny beaches.

Three County parks (Apple Blossom Park, Farmers Community Park, and Stone Point Park), three state parks (Great River Bluffs State Park, John A. Latsch State Park, and Whitewater State Park), and numerous city parks scattered throughout the communities offer swimming, climbing, trout fishing, and camping.

Community events can be found all throughout the year in many communities of the County. Winona is home to the nationally-cast Great River Shakespeare Festival, the internationally-acclaimed Minnesota Beethoven Festival, the Boats and Bluegrass Festival, Steamboat Days, and many more fun events. Community events in Lewiston include the annual Heartland Days and the Fools Five Road Race, a race which has raised over \$1 million for cancer research. Gladiolus Days is St. Charles' annual festival in honor of the late Carl Fischer who was the world's leading hybridizer of new and distinctive gladiolus. St. Charles also hosts the Winona County Fair.

Winona County also boasts a very active and vibrant arts and music scene. Along with the wonderful music and arts showcased at the annual festivals, art and music can be found at many venues including cafes, bars, breweries, restaurants, and other venues such as the St. Cecilia Theater, the Minnesota Conservatory of the Arts, the Performing Arts Center, and Public Launch, all in Winona, the Creative Haven Art Studio in St. Charles, and many more. Opportunities for learning the rich history of the region are endless with many locations scattered around the community including the Bunnell House, the Minnesota Marine Art Museum, the Pickwick Mill, the Polish Cultural Institutes and Museum, Sugar Loaf Bluff, and the Winona County History Museum.



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Healthcare

As one of the nation's Top 100 Rural and Community Hospitals, Winona Health is a unique, independent, community-owned healthcare system that provides comprehensive care for the whole family. With more than 90 physicians and associate providers, the system offers easy access to affordable general healthcare as well as 13 specialties. The facility also houses a 49-bed hospital, a 110-bed nursing home, a 60-apartment assisted living community, and a 20-apartment assisted living community for memory care. A low-cost virtual care option and a Main Street Clinic provide quick and affordable care.



Built in 2019, the Gundersen Health System Winona Campus is an approximately 86,000 square foot clinic that includes primary care, urgent care, lab and imaging services, a retail pharmacy, an outpatient surgery center, physical and occupational therapy, an eye clinic, and specialties like orthodontics, oral surgery, and more.



The Olmsted Medical Group provides primary care services in the St. Charles Clinic with more comprehensive services only a short distance away.

Economic Vitality



Winona County is proud of its diverse and growing economy. The agricultural industry of southeast Minnesota has been an essential part of life since the region's earliest days. Today, Winona County is the 3rd largest dairy producing county in the state of Minnesota, and agriculture and agribusiness is a more than \$120 million industry in Winona County.



The types of manufacturers that are located in the area range from small traditional businesses to incredibly high-tech and innovative. With easy access to major highways, rail service, and its location on the riverside, businesses and industries are provided opportunities for commerce and travel throughout the country. The City of Winona's Airport also provides service for many local companies with charter, corporate, and private aircraft flights.

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The Organization

Winona County is governed by five-member Board of Commissioners who are elected officials that oversee County activities and work to ensure that citizen concerns are met, federal and state requirements are fulfilled, and County operations are running smoothly. County Commissioners are elected to four-year terms.

The County Administrator is the administrative head of the County and is responsible for proper administration of the affairs of the County on a day-to-day basis. The Administrator exercises general supervision over all County institutions and agencies and, with approval from the Board, coordinates the various activities of the County and unifies the management of its affairs.

The County currently has 265 full time and 23 part time employees that provide the full array of county services throughout its departments.

Winona County is known to be a model in mental health. The County also has a robust drug court and victim witness program as well as a restorative justice program.

Along with local partners, Winona County participates in the One Watershed One Plan program which is through the Board of Water and Soil Resources. It supports local governments in developing a comprehensive watershed management plan.

Winona County currently has some significant projects that are underway or soon to be. Construction of a new \$28 million jail began in October 2021 with an expected opening in June 2023. Along with this, American Recovery Act Funds allocation will be coming soon, there will be a Board of Adjustment hearing regarding land use coming up, and there will also be a review and revision of the Comprehensive Plan.



Value Statements

Work Culture

We are responsive to our co-workers. We will respect each other's dignity and recognize each other's merit. We will feel free to make suggestions for improvements. We will provide opportunities for personal and professional growth and development. We will allow a flexible environment within the framework of our mission. We believe in operating as a team.

Customer Focus

We believe in a 'single point of contact' information service to all customers. We will treat internal and external customers with respect and in a courteous manner. We will provide efficient services. We believe co-workers will have an understanding of all functions of County government. We believe in promoting Winona County Departments and the types of services provided.

Organizational Effectiveness

We will be proactive in developing partnerships with other departments and agencies to avoid duplication while providing the best possible service to our internal and external customers. We will maximize the use of all available resources in a cost-effective manner without sacrificing the quality of services.

Citizens

Citizens will have easy access to services from knowledgeable and responsible employees. Citizen feedback, through any method of participation, will be valued within the process of improvements. County employees and elected officials will demonstrate professional integrity in all business relationships.

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Core Duties of the Position

- Implements the County Board's plans, goals, and policies by delegating work to staff and ensuring completion.
- Establishes personal, measurable goals to be reviewed by the County Board on an annual basis and reviews and enforces implementation of County Board decisions and encourages department heads to set appropriate goals and timetables to complete projects.
- Prepares and submits to the County Board monthly or periodic updates on various projects, programs, or other activities.
- Hires qualified staff to assist the Administrator in the performance of duties as approved by the Board.
- Provides for the execution of ordinances, resolutions, and orders of the Board and laws of the state required to be enforced through the County Board, by the Administrator, or by officers who are under the Administrator's direction and supervision.
- Appoints, suspends, and removes, with the approval of the County Board, County personnel whose appointment, suspension, or removal is a function of the County Board under general law and makes such appointments with the approval of the County Board to additional offices, boards, committees, and commissions both advisory and otherwise as the County Board may direct.
- Provides for County purchases including purchases of service as directed by the County Board and pursuant to purchasing regulations established by the Board.
- Prepares and submits 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.
- Attends meetings of the County Board and recommends measures for adoption as the Administrator deems advisable or expedient.



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Core Duties of the Position – Cont'd

- Examines the books and papers of officers and departments of the County as directed by the County Board and reports the findings to the County Board, keeps the County Board fully advised as to the financial condition and needs of the County, and makes such other reports from time to time as required by the Board or the Administrator deems advisable.
- Conducts annual performance review of non-elected department heads. Works closely with elected department heads to assure compliance to all County policies and programs.
- Ensures financial accountability through a strategic and balanced perspective, ensuring resource allocations are appropriate, providing guidance to department heads in the development of annual operating budgets and capital improvement budgets with corresponding performance criteria to ensure that annual business objectives are achieved.
- Responsible for preparation and recommendation to the County Board regarding the long-range planning needs including program and service priorities, capital improvement planning and budgeting, long range space and building needs.
- Serves as Clerk to the County Board as authorized in Minnesota Statute 375.49, Subd. 2.
- Responsible for ensuring the County is in compliance with the Minnesota Data Practices Act.
- Represents the County Board at meetings with local officials, members of the public, joint power entities, and the media.
- Establishes and maintains effective relationships with elected Board of Commissioners, elected department heads, other department heads, other County officials, employees, civic and community groups, and the general public.
- Embodies teamwork and cooperation with and across County departments and with the public; serves as a positive example to other department heads and County personnel with regard to workplace actions, decisions; willingly follows rules, procedures, and directives from the County Board.
- Any other duties as assigned.



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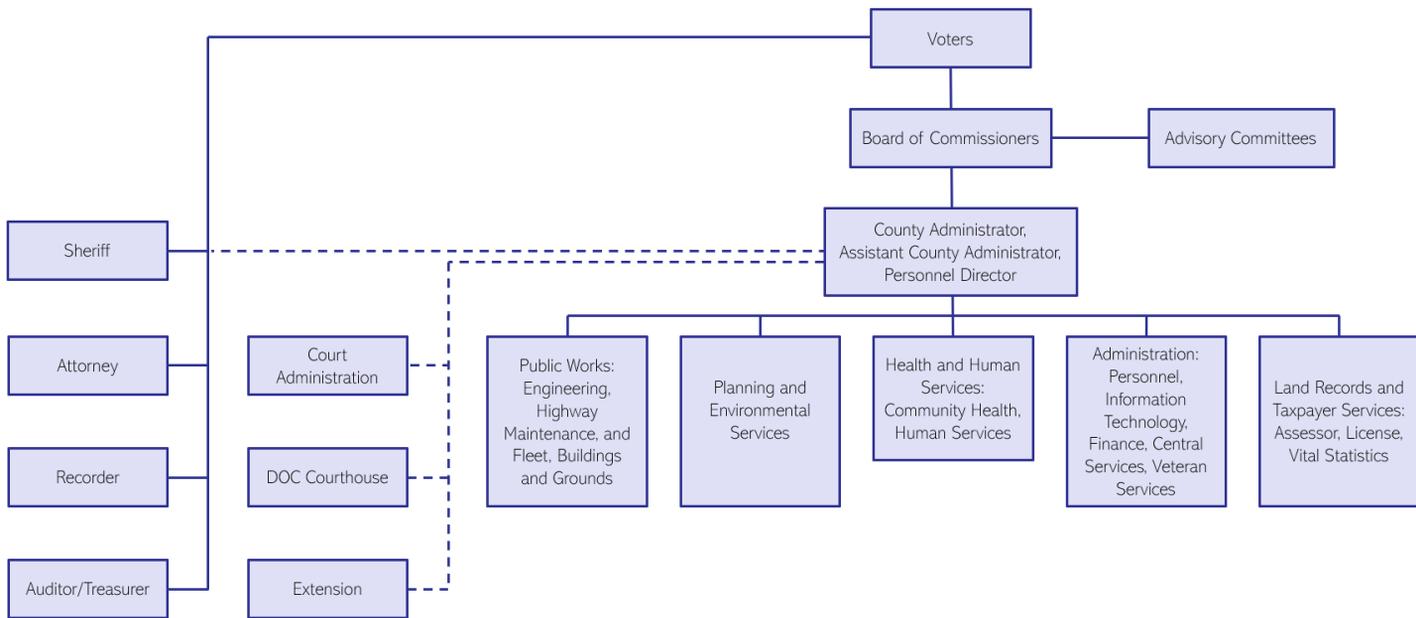
Desired Administrator Attributes

- Have a focus on the big picture while routinely sharing the individual role each department plays in the County vision.
- Lead and set the example for teamwork and collaboration with departments, cities, and other counties.
- Be able to take direction from the full Board and not individual members and remain objective and neutral by avoiding taking sides in politics.
- Have the experience and ability to assist individuals with conflict resolution using tact and understanding.
- Manage Board member relationships by facilitating mutual respect and finding common ground.
- Manage personnel through coaching, establishing performance standards, and lastly, termination.
- Empower and support department heads to perform their job while serving as a resource to assist with challenges.
- Encourage and build positive working experiences between the Board and department heads.
- Have a good understanding of the individual County departments and their functions.
- Have experience and strong skills in finance and budgeting.
- Networking and relationship building with appointed and elected officials from cities, other counties, and through the Association of Minnesota Counties.
- Value and respect Commissioners, department heads, and employees for their critical role in the organization.
- Maintain a strong presence within the community by participating in various community events and actively promote the County.
- Develop and maintain trust with Board, department heads, and employees.
- Be transparent about Board decisions and maintain good media relations.
- Have high integrity and knowledge of county government to be able to educate and provide justification for the County's position and decisions made.
- Have the ability to think outside the box to find innovative solutions and efficiencies.
- Have experience and skill in communicating with a Board, department heads, employees, and the media.
- Have experience and knowledge in technology and land use including Planning and Zoning Board of Appeals.



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Organizational Structure



Budget Summary

Fund	2020	2021	2022
General Government	20,676,368	20,726,830	21,330,042
Recycling and Solid Waste	1,525,014	1,503,408	1,554,107
Road and Bridge	5,163,044	5,185,677	5,105,663
Road and Bridge State Aid	3,790,000	6,625,000	6,275,000
Transportation Sales Tax	2,846,000	4,965,000	4,130,000
Community Services	16,447,543	17,575,838	17,893,910
Debt Services	276,650	276,650	826,650
Capital and Jail Improvement Fund	570,130	454,825	514,939
Jail Bond Fund	-	10,000,000	22,000,000
EDA Revolving Loan	121,713	50,757	23,871
Total Expenditures	\$51,416,462	\$68,363,985	\$79,624,182

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Position Announcement

County: Winona County, Minnesota

Position: County Administrator

Salary Range: \$124,000 to \$175,000

Application Deadline: 08/09/2022



Job Summary: Under administrative direction of the County Board of Commissioners, the County Administrator serves as the administrative head of the County and is responsible for the proper administration of the affairs of the County placed in the Administrator's charge. The Administrator exercises general supervision over all County institutions and agencies and, with the approval of the County Board, coordinates the various activities of the County and unifies the management of its affairs.

View the full position profile at <https://www.ddahumanresources.com/active-searches>.

Minimum Qualifications: Bachelor's degree in Business Administration, Public Administration, or related field, with five years of progressively more responsible experience in a private or public organization in general administration, personnel administration, or financial administration, preferably in city or county government.

Apply: Visit <https://daviddrown.hiringplatform.com/110501-winona-county-administrator/376315-application-form/en> and complete the process by August 9, 2022. Finalists will be selected on September 13, 2022, and final interviews will be held October 13, 2022.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.



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