MCIS

MINNESOTA COUNTIES INFORMATION SYSTEMS

Executive Director

Salary: $114,978 to $162,264

Grand Rapids, Minnesota is a regional center for northeastern Minnesota, offering the professional infrastructure of a hub community while maintaining the character and accessibility of a smaller city. As the county seat of Itasca County, Grand Rapids plays a central role in regional governance, healthcare, education, and commerce, making it a natural location for a statewide organization such as Minnesota Counties Information Systems. The community supports a stable professional environment with strong civic institutions and collaborative public-sector leadership.

Beyond its regional role, Grand Rapids offers a lifestyle that supports balance and long-term roots. The community is known for its welcoming atmosphere, active volunteerism, and strong local identity, with opportunities to engage in arts, culture, education, and community organizations. Residents benefit from a connected, walkable downtown, locally owned businesses, and a calendar of community events that foster engagement across generations. For professionals seeking meaningful leadership work paired with a grounded, connected place to live, Grand Rapids offers an environment where career impact and quality of life align.

Life in Grand Rapids

Relocating to Grand Rapids offers a unique opportunity to live in one of Minnesota's most scenic and family-friendly regions while leading a statewide public-sector technology organization.

The community offers:

- A high quality of life with short commutes and affordable housing
- Excellent schools and healthcare facilities
- A strong sense of community and civic engagement
- Immediate access to lakes, trails, forests, and outdoor recreation
- Regional air service and easy access to Duluth and the Twin Cities

Grand Rapids is ideal for leaders who seek meaningful work, professional impact, and a lifestyle connected to nature, community, and public service.

About Minnesota Counties Information Systems (MCIS)

> *Minnesota Counties Information Systems (MCIS) is a joint powers organization dedicated to providing quality, integrated information solutions through customized computer applications and responsive support.*

CORE VALUES: Knowledge/Skilled/Experienced; Quality; Responsive; Cost Effective

Minnesota Counties Information Systems (MCIS) is a joint powers organization established in 1975, dedicated to providing quality, integrated information solutions through customized computer applications and responsive support to its member counties. MCIS exists to deliver cost-effective, reliable, personalized technology services that help counties meet legislative requirements and operational needs.

MCIS develops, implements, and supports core county information systems including property tax and CAMA (Computer-Assisted Mass Appraisal), Payroll/HR, and other administrative applications. The organization also provides first-level application support, quality assurance, hosting and technical support for IBM Power Systems running the "i" platform, and coordination of second-level support for third-party solutions such as the Document Pro land records management system. Services are highly configurable and adopted by member counties based on their individual needs and priorities.

MCIS emphasizes collaborative development and responsive service, guided by core values of skilled expertise, quality, responsiveness, and cost effectiveness. User groups organized around key functional areas such as assessors, auditor/treasurers, Payroll/HR, county recorders, and MIS provide ongoing input to shape application enhancements and strategic priorities.

Organizational Structure
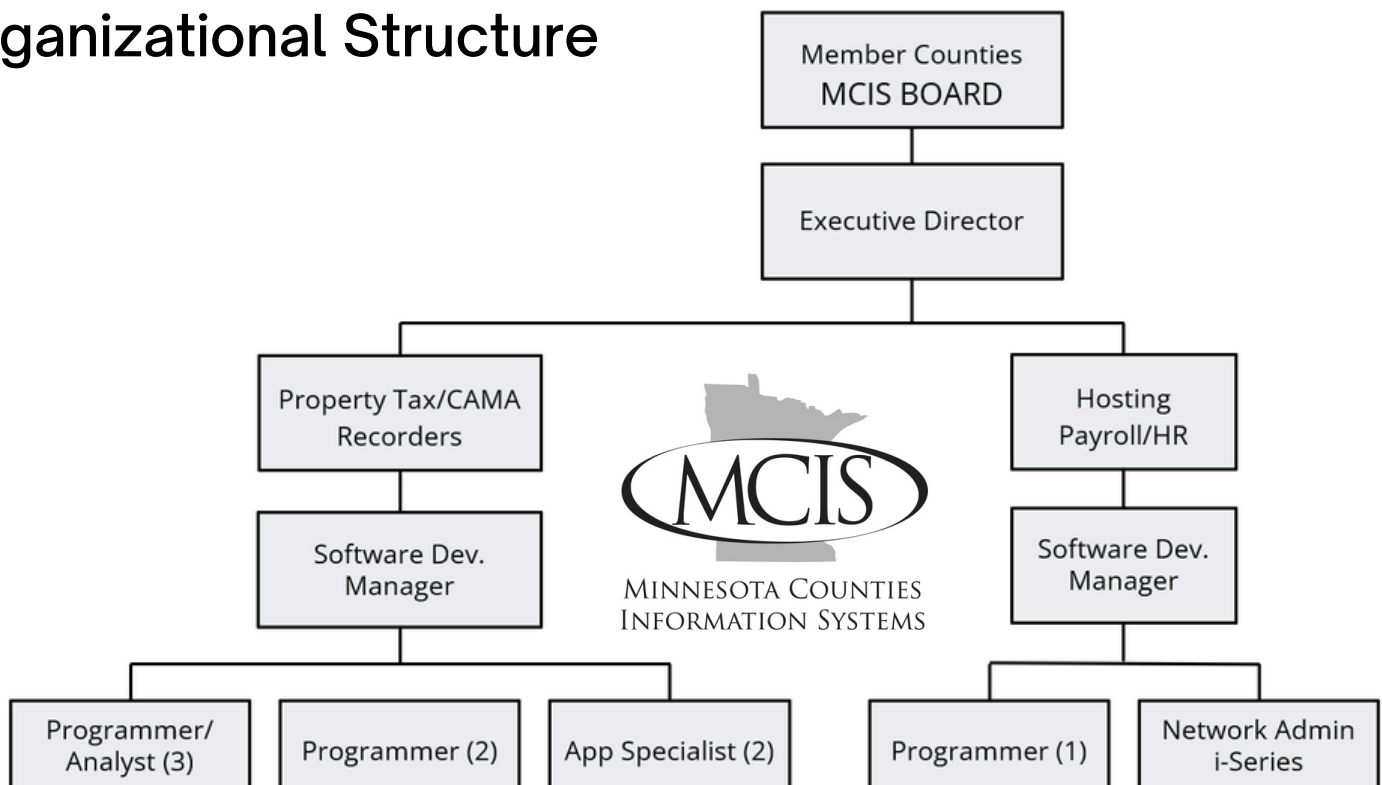
Governance & Membership

MCIS is governed as a member-owned joint powers organization. Its legal foundation is the Minnesota joint powers statute, which enables local units of government to collaborate on shared services. MCIS's governance model ensures that member counties retain control over strategic direction, application development priorities, and service delivery standards.

MCIS membership is structured into two categories:

- **Full Members** - Counties that are signatories to the MCIS Joint Powers Agreement and hold voting rights on the Board of Directors.
- **Associate Members** - Counties that participate through service agreements and receive MCIS products but are not signatories and do not have voting rights.

Full Members

- Aitkin County
- Carlton County
- Cass County
- Chippewa County
- Cook County
- Itasca County
- Kanabec County
- Koochiching County
- Lac qui Parle County
- Lake County
- St. Louis County
- Sherburne County

Associate Members

- Hubbard County
- Kittson County
- Lake of the Woods County
- Polk County

Board & Decision-Making

The MCIS Board of Directors is composed of representatives from the Full Member counties. The Board sets policy direction, provides strategic oversight, and exercises fiduciary governance over the organization's operations, budget, and long-range planning. Members influence MCIS's priorities through Board participation and structured user groups that advise on product development, implementation, and support needs.

MCIS Financial Snapshot

2026 Operating Budget: ~$2.17 million

Adjusted Billable Amount to Members (2026): ~$1.61 million

Primary Cost Driver: Personnel expenses (approximately 72% of total budget)

Funding Model: Member county billings, associate member fees, hosting fees, and direct billings

Reserves (End of 2025): ~$1.22 million across designated operating and capital funds

Financial Approach: Conservative budgeting with strong board oversight and long-term sustainability focus

Core Services & Systems

Property Tax & CAMA Systems

MCIS develops, supports, and maintains integrated Property Tax and Computer-Assisted Mass Appraisal (CAMA) applications used by county assessors, auditors/treasurers, and related staff. These systems deliver:
- Comprehensive tax and assessment processing functionality
- Browser-based interfaces and integrated data tools
- Interfaces with state reporting systems (eCRV) and payment processing workflows
- Support for cost/value approaches, TIF, fiscal disparity, and related county assessment needs

These applications form the cornerstone of MCIS's service portfolio, and all Full Member counties currently utilize them.

Payroll/HR Systems

MCIS provides payroll and human resources solutions that support county personnel and payroll functions, including:
- Comprehensive payroll processing
- Benefit tracking (including FMLA) and reporting interfaces
- Employee self-service modules
- Security and integration with external systems such as PERA, Social Security, and other mandated interfaces
- Support for timekeeping integration and legislative compliance adjustments

Associate Members typically participate in MCIS exclusively for these land-records services.

Hosting & Infrastructure (IBM i on Power Systems)

MCIS hosts critical county applications on IBM i (AS/400) Power Systems, providing:
- Managed infrastructure hosting
- Hardware and software support
- Disaster planning and recovery assistance
- Operational services that extend county IT capacity and resilience

This hosting environment underpins the MCIS suite and allows member counties to leverage centralized, professionally managed platform services.

Support, Enhancements & User Coordination

Across all products and services, MCIS offers:
- Dedicated, responsive first-line support
- Regular application enhancements and service packs
- Legislative and Department of Revenue-related compliance updates
- Extension of county IT staff capacity through partnership and coordination

MCIS also facilitates user groups for key functional areas (e.g., Assessors, Auditor/Treasurers, Payroll/HR, County Recorders, and MIS professionals) to ensure ongoing feedback, shared best practices, and coordinated strategic planning.

Essential Duties & Responsibilities

Personnel & Organizational Leadership

- Lead and manage all MCIS staff, including hiring, performance evaluations, compensation and benefits decisions, training, and corrective action.
- Foster a collaborative, high-performing organizational culture and ensure compliance with employment-related requirements and reporting.

Fiscal & Administrative Management

- Direct MCIS financial operations, including budgeting, financial planning, audits, vendor contracts, purchasing, billing, asset management, and GASB compliance.
- Ensure strong internal controls, fiscal stewardship, and long-term financial sustainability.

Strategic, Project & Board Leadership

- Provide strategic leadership for MCIS operations, systems, and long-range planning in partnership with the Board of Directors and member counties.
- Support the MCIS Board and its committees through policy analysis, recommendations, and implementation of board direction.

Systems, Infrastructure & Service Delivery

- Oversee MCIS applications, hosting environments, networks, and technical services to ensure reliable, secure, and responsive service delivery to member counties.
- Direct staff priorities, standards, and project schedules across software, hardware, and infrastructure initiatives.

Security, Risk & Continuity

- Lead organizational security, cybersecurity, risk management, business continuity, and disaster recovery planning for MCIS facilities and hosted systems.
- Ensure policies and monitoring practices protect physical, digital, and information assets.

External Relations & Facilities Oversight

- Serve as MCIS's primary spokesperson and lead outreach, marketing, presentations, and contract negotiations.
- Oversee facility operations and maintenance, including building systems, security, and related operational needs.

Desired Qualifications & Leadership Attributes

✓ Leadership Experience

- Experience leading a small to mid-sized organization, preferably in public sector or county-based environments.
- Proven ability to work effectively with a board, including preparing materials, running efficient meetings, and presenting clear options.
- Oversight-focused leadership style that empowers staff without micromanaging.
- Demonstrated success managing change while maintaining operational stability.
- Calm, steady decision-maker who maintains accountability.

✓ Technical & Operational Understanding

- Working knowledge of information technology systems, servers, and enterprise platforms (IBM i/AS400 familiarity beneficial but not required).
- Ability to translate technical topics into clear language for non-technical audiences.
- Appreciation for long-term reliability, cybersecurity, and modernization.

✓ Business, Financial & Administrative Skills

- Strong budgeting, financial oversight, and cost-containment skills.
- Experience with contracts, purchasing, and vendor negotiations consistent with State Auditor requirements.
- Working knowledge of HR functions including benefits, compensation, performance management, and personnel issues.
- Detail-oriented with comfort handling spreadsheets, board packets, and financial documents.

✓ Relationship Building & External Focus

- Demonstrated ability to build trust with county officials, board members, staff, and vendors.
- Strong communication and consensus-building skills.
- Interest in modest, strategic growth and onboarding new member counties.
- Willingness to represent the organization at professional conferences and meetings.
- Marketing or sales experience is beneficial for promoting organizational services.

✓ Personal Characteristics & Leadership Style

- People-first leader who values flexibility, family, and work-life balance.
- Approachable, personable, and respectful with an open-door philosophy.
- Clear, honest communicator who is solution-oriented.
- Adaptable, open-minded, and comfortable adjusting plans in response to legislative or environmental change.
- Confident leader able to make difficult decisions while maintaining morale.
- Sense of humor and comfort in a collaborative, high-trust workplace culture.

Organization: Minnesota Counties Information Systems (MCIS)

Position: Executive Director

Salary: $114,978 to $162,264

Benefits: Comprehensive, including:
- Generous employer contribution toward cafeteria-style benefits
- Medical, dental, life, vision, accidental, and short-term disability insurance
- Employer and employee contributions under the MN-PERA Coordinated Retirement Plan
- Employee option to contribute to a 457(b) deferred compensation plan
- Generous paid vacation, holidays, and sick leave

Application Deadline: Open until filled

Job Summary: The Executive Director leads the development, maintenance, and support of hardware and software solutions for member counties. This role oversees MCIS staff, resources, and long-term technology planning; manages financial forecasting, budgeting, and organizational obligations; ensures effective personnel management; and serves as a trusted advisor to the Board and member counties on information technology and software development.

Qualifications: Bachelor's degree in Business Management, Management Information Systems, or Information Technology, eight (8) years of experience managing diverse development and network support teams, demonstrated experience leading software, hardware, security, and network projects, and proven expertise in financial controls, personnel management, benefit administration, and organizational policy implementation. An equivalent combination of education and experience may be considered.

Apply: Visit https://daviddrown.hiringplatform.com/371698-minnesota-counties-information-systems-executive-director/1419031-application-form/en to complete the application process.

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

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