



Anoka County
MINNESOTA



COUNTY ADMINISTRATOR

Salary: \$225,000 to \$275,000

Anoka County

MINNESOTA

welcomes you

Respectful, Innovative, Fiscally Responsible

Anoka County, Minnesota, located north of the Twin Cities metropolitan area, is an area comprised of 21 diverse municipalities. Here, you'll find a unique blend of urban environments, historic main streets, suburban living, and small-town atmospheres. Residents are drawn to the area's award-winning schools, quality local infrastructure, public open-space, safe neighborhoods, and its low property taxes. Anoka County residents are well educated and take pride in their work and community.

As Minnesota's fourth most populous county, Anoka County is the 10th fastest growing county in Minnesota since 2010. The communities boast high-quality homes in beautiful neighborhoods, new options for empty-nesters, luxury apartments on car-free transit lines, and affordable housing for senior citizens.

Much of Anoka County is within a 20-mile radius of downtown Minneapolis and St. Paul, with excellent highway connections to both by three interstate highways: I-35W from downtown Minneapolis, I-35E from downtown St. Paul, and I-694 connecting the north metro. U.S. Highway 10 provides a nonstop freeway from the City of Anoka to both downtown Minneapolis and St. Paul.

Anoka County Communities:

- Andover
- Anoka
- Bethel
- Blaine
- Centerville
- Circle Pines
- Columbia Heights
- Columbus
- Coon Rapids
- East Bethel
- Fridley
- Ham Lake
- Hilltop
- Lexington
- Lino Lakes
- Linwood Township
- Nowthen
- Oak Grove
- Ramsey
- Spring Lake Park
- St. Francis



Pop. 377,103

The county seat and namesake of the County is the City of Anoka, which is derived from the Dakota word *anokatanhan* meaning "on (or from) both sides," referring to its location on the banks of the Rum River.

The largest city in the County is Blaine, the thirteenth-largest city in Minnesota and the eighth-largest Twin Cities suburb.

Meanwhile, the County's last remaining Township, Linwood Township, has no plans of becoming a City, as its 5,318 residents enjoy their rural independence.

HEALTHCARE



M Health Fairview is a partnership between the University of Minnesota, University of Minnesota Physicians, and Fairview Health Services. With clinics in Andover, Blaine, and Fridley, M Health Fairview provides over 60 specialties and has over 2,000 providers.



HealthPartners is an integrated healthcare organization and the largest consumer governed nonprofit healthcare organization in the nation. With clinics in Andover, Anoka, Coon Rapids, and Lino Lakes/Circle Pines, HealthPartners care system includes a multi-specialty group practice of more than 1,800 physicians that serve more than 1.2 million patients and employs over 26,000 staff members.



Allina Health is a nonprofit health system that cares for individuals, families, and communities throughout Minnesota and Wisconsin. With clinics in Blaine, Coon Rapids, and Ramsey, Allina Health is comprised of 12 hospital campuses, 60+ primary care clinics, and 20 same-day and urgent care centers.



Child and Teen Medical Center has been providing care to children and adolescents throughout the Greater Twin Cities Area for more than 35 years. It is an independent practice with two locations in Blaine and Fridley and is a member of Children's Health Network, Minnesota's largest pediatric health collaborative.

North Memorial Health started as a single hospital in 1954 and now includes a network of 25 specialty and primary care clinics, urgent and emergency care offerings, medical transportation services and two hospitals. With clinics in Blaine and Fridley, the system has over 350 care providers and over 6,000 other staff members.



Neighborhood HealthSource is a group of nonprofit primary care clinics serving North and Northeast Minneapolis and the northern suburbs. The system provides a full range of primary medical and behavioral healthcare services at four clinics, including one in Coon Rapids, and is one of ten Minnesota health centers that make up the Federally Qualified Urban Health Network (FUHN) which supports medical assistance patients.

Cham Clinic, located in Fridley, provides primary care services, health promotion and disease prevention, health maintenance, counseling, patient education, diagnosis, treatment of acute and chronic illnesses, and also welcomes walk-in patients.

EDUCATIONAL OPPORTUNITIES

Anoka County is served by a number of high quality, award winning public school districts including:

- Anoka-Hennepin Schools** (38,000 students)
- Centennial School District** (6,500 students)
- Columbia Heights Public Schools** (3,400 students)
- Elk River ISD 728** (13,000 students)
- Forest Lake Area Schools** (6,000 students)
- Fridley Public Schools** (3,000 students)
- Spring Lake Park Schools** (6,200 students)
- St. Francis Public School District** (4,500 students)
- White Bear Lake Area Schools** (9,000 students)



There are also several private schools dotted throughout the County that are both secular and non-secular. Denominations of the non-secular schools include Baptist, Catholic, Christian, Islam, and Lutheran. The other private schools in the County provide Montessori education.



Those looking for higher education opportunities can find those right in Anoka County, as it is home to two colleges – Anoka-Ramsey Community College and Anoka Technical College. Anoka-Ramsey Community College's Coon Rapids campus offers more than 50 different career and degree options and six bachelor programs. Anoka Technical College offers more than 70 career/technical programs and is aligned with Anoka-Ramsey Community College.



RECREATIONAL ACTIVITIES

Nearly anywhere you are in Anoka County, you will be provided with exciting opportunities for recreation. The County is home to communities full of restaurants, retail shopping, over 11,500 acres of open space, parks and trails, and other amenities. They offer a unique combination of urban excitement and small-town friendliness.

Communities throughout the County also provide family fun through annual events and gatherings like Andover's Family Fun Fest, Anoka's Food Truck Festival, Nowthen's Heritage Festival, Ramsey's Happy Days Festival, and Spring Lake Park's Tower Days.

Popular Anoka County Attractions

National Sports Center

Blaine is home to the National Sports Center, the world's largest amateur sports facility. This 600-acre campus includes over 50 grass soccer fields, an eight-sheet ice arena, an 18-hole golf course, a cycling velodrome, and 100,000 square feet of indoor training and meeting space.

TPC Twin Cities

Designed by the legendary Arnold Palmer and home of the PGA, TPC has consistently been ranked one of the Top 20 golf courses in Minnesota by Golf Magazine.

Bunker Beach Water Park

Located in Coon Rapids, the largest water park in Minnesota features the state's largest wave pool and six water slides.

Cedar Creek Ecosystem Science Reserve

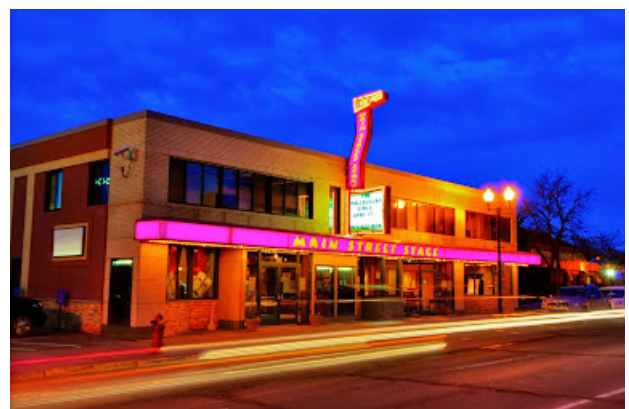
One of the world's classic ecological research sites, offers hiking, tours, and other public programs.

Lyric Arts Main Street Stage

Located in Anoka's historic downtown, Lyric Arts professional company presents leading edge drama, comedy, musicals and children's productions.

Chomonix Golf Course

This course is located in the Rice Creek Chain of Lakes Regional Park Preserve and offers great golf experiences for all ages.



THE ORGANIZATION

Mission Statement

To serve citizens in a respectful, innovative, and fiscally responsible manner.

Anoka County is governed by a seven-member Board of Commissioners who establish County policy and provide oversight for the County budget and operations.

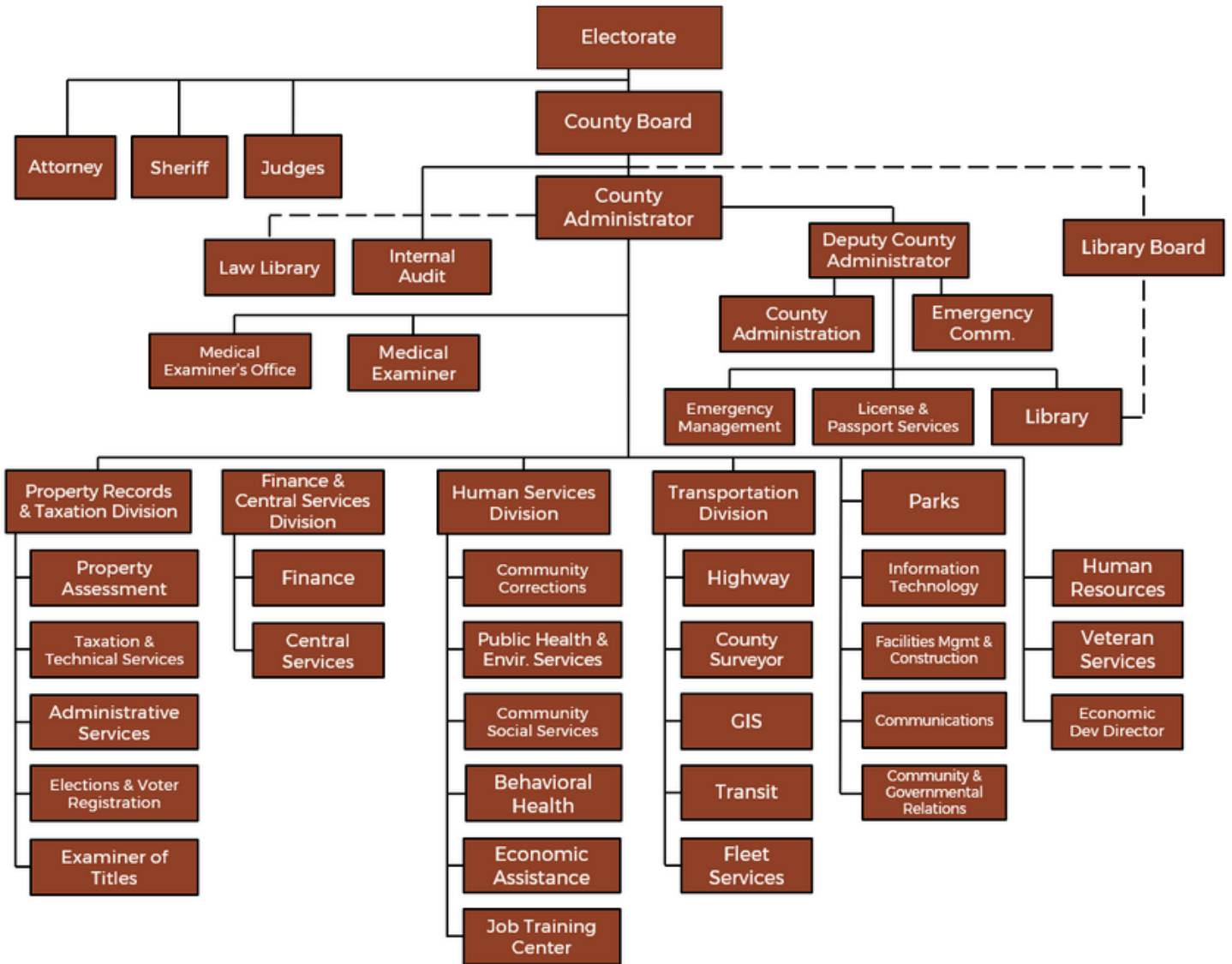
Each county is governed by a Board of Commissioners elected by district. County Commissioners serve four-year terms. Under Minn. Stat. § 375.01, each county must have a five-member Board of Commissioners, except Anoka, Hennepin, Ramsey, and St. Louis Counties, which must have seven-member boards.

Administration serves as the central management office of county government. It is the responsibility of the Administration Department, under the direction of the County Administrator, to assure that all County Board policies are implemented and to coordinate overall operations of the County.



R	RESPONSIVE To deliver services efficiently, timely, and respectfully.	
E	ETHICAL To make decisions based on honesty, integrity, and fairness.	
S	STEWARDSHIP To responsibly manage public resources.	
P	POSITIVE LEADERSHIP To act with optimism and personal integrity, and valuing employees' development.	
E	EFFICIENT To function in an effective, resourceful manner.	
C	CARING To show concern for or kindness to others.	
T	TRANSPARENT To build trust through setting clear expectations and communicating.	

THE ORGANIZATION



Expenditures	2022 Actual	2023 Budget	2024 Budget
General Government	66,937,028	62,915,729	83,604,753
Culture & Recreation	20,589,630	19,734,461	21,869,873
Human Services	99,905,847	102,397,033	122,356,146
Economic Development	22,079,119	19,038,971	6,757,612
Public Safety	85,724,158	94,186,662	104,293,280
Environment & Sanitation	4,906,094	5,954,353	6,300,856
Road & Bridge	84,251,650	64,167,820	19,248,673
Conservation of Natural Resources	581,528	682,127	684,987
Debt Service	15,919,014	0	5,963,414
Capital Projects	19,805,261	0	3,025,000
Total Expenditures	\$420,699,329	\$369,077,156	\$374,104,594

COUNTY SERVICES

License and Passport Services

Anoka County operates five license center and two passport offices in Blaine, Columbia Heights, Coon Rapids, Ham Lake, and Ramsey. Passport Offices are located next to the license centers in Blaine and Coon Rapids.

County Libraries

1. Rum River Library in Anoka
2. Lake Library in Coon Rapids
3. Johnsville Library in Blaine
4. Northtown Library in Blaine
5. Mississippi Library in Fridley
6. Centennial Library in Circle Pines
7. North Central Library in Ham Lake
8. St. Francis Library in St. Francis

82 staff managing collections of more than 466 books, movies, audiobooks, and periodicals, 88,000 books, and databases for college test preparation, resume writing, language learning, as well as research.

Human Services

Human Services is about helping people through innovative programming and strong client services. Staff work to ensure the safety and protection of Anoka's vulnerable individuals, families, and children. Most programming is mandated by legislative policy and funding. Human Services fulfills their mission of working with people to improve lives through the following Divisions: Community Corrections, Economic Assistance, Public Health and Environmental Services, Community Social Services, and Behavioral Health, and Job Training Center.

Finance and Central Services

Working behind the scenes to maintain operations. Each year, 127,000 cash-receipt transactions are processed. That is over 500 transactions per day. The Purchasing Department completes 130 new contracts each year and processes 1,900 requisitions for purchases.

Parks and Recreation

The Anoka County Park System has grown to over 11,500 acres of natural open space. The park system includes eight regional trails that offer 84 miles of paved trails. Combined with 45 miles of trails inside the parks, the County's total system of bike trails is 129 miles; with several miles being added each year. The Parks and Recreation Department operates an impressive number of facilities. These include: four swimming beaches, 11 boat launches, 23 fishing piers, 154 campsites, 33 picnic shelters, 15 year-round visitor centers and meeting facilities, 22 miles of roads, 54 parking lots, and 350 acres of mowed turf. Among the other unique facilities operated by the County Parks and Recreation Department include: the only public horseback riding facility in the metro park system (operated by a concessionaire), two dog parks, a disc golf course (with another to be added next year), a large indoor/outdoor archery facility, a performance amphitheater, two veteran's memorials, two YMCA day camp facilities, and a 4-H camp.



COUNTY SERVICES

Sheriff's Office

The Sheriff's Office is made up of more than 300 employees that serve the 350,000 residents and visitors to Anoka County. Today's Sheriff's Office is comprised of six distinctly different divisions: the Administration Division, Criminal Investigation Division, Jail Division, Patrol Division, Justice Services Division, and Midwest Regional Forensic Laboratory. Each of these divisions work together to carry out the mission of the Office: "To protect and serve the community in a manner that preserves the public trust."

Property Records and Taxation

The Division of Property Records & Taxation carries out the statutory duties of the offices of the County Auditor, County Treasurer, County Assessor, County Recorder/ Registrar of Titles, and Local Registrar, exclusive of investments and licensing. The division is divided into three functional areas: property assessment, property records and taxation, and elections/voter registration.

There are roughly 136,000 parcels of property in the County. In Anoka County, the County Assessor is responsible for 14 of the 21 cities and towns. These 14 jurisdictions equal approximately 85,000 parcels.

2024 will be a busy year for elections, and the Property Records and Taxation Division has outstanding staff and volunteers ready to assist citizens in voting and letting their voices be heard. Duties of the Election and Voter Registration division include processing voter registration applications, programming/printing ballots and testing voting equipment, issuing and counting all absentee ballots, training and certifying city, township, and school district local election officials, and compiling election results and conducting post-election audits.

Transportation

Anoka County has 416 miles of county roads. When you count the different lanes and shoulders, they have 1,574 plowable miles. They also maintain 60 bridges, 249 signal systems, 46 school zone driver feedback systems, 7 flasher systems, 22,000+ highway signs, 1,000+ culverts, and 7,250 storm sewer drainage structures.

The County has 41 trucks for road maintenance with 28 being available for snowplowing. They have a total of 35 workers working on road maintenance, and in the summer, they supplement these numbers with a dozen seasonal workers.

Veteran Services Office

Anoka County is home to more than 22,975 veterans. This is the fourth highest veteran population of any county in Minnesota. Those individuals that serve our country in the military have a variety of benefits for which they might be eligible for once they have returned to civilian life.

Anoka County's five Veteran Services Officers serve as navigators to help the veterans ascertain what benefits are available and how to get those benefits.



COUNTY SERVICES

Emergency Communications

The Emergency Communications Department's dispatch center is located in the basement of the government center. This dispatch center receives the incoming 9-1-1 calls for all the law enforcement departments, fire departments, and ambulance services in Anoka County. As the hub of communication, dispatch staff are trained to obtain and correctly interpret key information from callers who are experiencing a high-stress event, and accurately relay it to emergency personnel to facilitate a coordinated response to the correct location.

Emergency Communications has a goal to answer incoming calls within 10 seconds and dispatchers are presently at 96% of that goal. The job process is very complex, and it takes 18 months for a person coming into the field with no experience to learn how to do the job after they have successfully passed the rigorous screening process necessary to ensure suitability for the position.

Facilities Management & Construction

Anoka County owns over 270 buildings. The buildings range from the shelters in its parks to large buildings such as the Government Center, Highway Department, etc. All together, there are over 2.5 million square feet covered in these various buildings.

The Facilities Management & Construction Department, otherwise known as FM&C, has a responsibility to maintain the buildings so they are in good operational condition that meets the needs of the employees and the general public. In addition, FM&C has a responsibility to ensure the buildings are cleaned, either by hiring staff or contracting with companies to provide the cleaning service. The cost of cleaning alone is just over \$1 million.

Information Technology

The Information Technology (IT) Department has a responsibility to make sure over 2,300 PCs, over 360 servers, over 400 miles of broad band connectivity, 100 miles of copper cable, and 112 switches with 4,600 connections ports are working properly so that Anoka County staff can do their jobs efficiently and effectively.

The staff in IT also work with County Departments and Offices to develop solutions that directly serve the constituents of the County. Examples Include:

- Passport Scheduling - an automated system for scheduling a passport appointment
- Sheriff's Jail Roster - provides public information on who is in custody
- Warrant Information Online - provides the public information on warrant activity in the County
- Providing PCs for public use in the County libraries
- Child Endangerment Form - allows the general community to report concerns on the welfare of a child

The IT Help Desk assists with over 1,100 calls per month in support of the County's employees and vendors.



CORE DUTIES OF THE POSITION

- Direct the development and implementation of County projects and initiatives ensuring activities are within guidelines, budget, and expectations. Authorize local and state communications, legislature, contracts, presentations, press releases, and conferences.
- Lead independently, taking considerable authoritative action and appropriate involvement in the solutions to problems and opportunities which are most significant and important to County operations.
- Develop and maintain a relationship with and serve as an extension of the County Board, serving in the best interest of the County.
- Assist the County Board in establishing goals, budgets, policies, and procedures for the County and provide the Board with appropriate data and information concerning current or future County program activities. Research complex policy issues, recommend strategies, and move initiatives forward for County Board consideration.
- Bring maximum attention to the Anoka County budget protecting revenue streams, mitigating costs, expanding services, and promoting efficiency.
- Provide oversight to the department directors, providing policy recommendations and programs and in clarifying and delegating County Board directives and policies.
- Direct and coordinate the management of County finances, including the preparation and presentation of a proposed annual budget and a Capital Improvement Plan, including detailed estimates of revenue and expenditures.
- Evaluate the level of service provided by County departments and recommend changes in policy and procedure.
- Appoint, manage, direct, evaluate, and discipline appointive division managers, department heads, and administrative office staff.
- Represent the County with individuals, organizations, local, state, and federal government, and the media. Communicate with state legislators and officials, the Metropolitan Council, municipalities, school districts, chambers of commerce, and special interest community groups.



DESIRED ATTRIBUTES



- A strategic leader who can embrace change, share a vision for the future, and unify Board members around common goals.
- Proactive in planning for the County's future needs and embracing the role of technology.
- Prior success navigating Board politics, streamlining Board meetings, and developing Board goals.
- Strong interpersonal skills to communicate, collaborate, and build trust with others.
- An emotionally intelligent leader with a commitment to customer service and passion for serving the public.
- Strong organizational awareness and a continuous improvement mindset.
- Knowledge of county government operations and applicable State Statutes and laws.
- Administrator who demonstrates high integrity by being transparent, approachable, and empowering managers.
- Experience and demonstrated success working with county finances and budgeting.
- Proven supervisory experience supporting, evaluating, coaching, and holding staff accountable for performance.
- Ability to manage multiple priorities, delegate duties, and maintain focus on the big picture.
- Strong critical thinking skills to understand issues, conduct research, present Board options, and make recommendations.
- A leader connected to the community and networked with local leaders, including Legislators.

POSITION ANNOUNCEMENT

County: Anoka County, Minnesota

Position: County Administrator

Salary: \$225,000 to \$275,000

Application Deadline: May 3, 2024



Anoka County
MINNESOTA

Respectful, Innovative, Fiscally Responsible

Job Summary: The County Administrator serves as the Chief Administrative Officer of the Anoka County Government. The County Administrator is responsible for the coordination and direction of all County divisions, departments, and units. They direct the functions of the government, develop plans, make decisions, and assure all orders, resolutions, and regulations of the County Board are executed. They advise on the overall vision and direction for Anoka County's largest, most expensive, and politically sensitive projects.

Qualifications and Requirements:

Minimum:

- Bachelor's degree and at least 10 years of job-related experience
- In lieu of the required education, an equivalent combination of education and experience may be substituted on a year-for-year basis

Preferred:

- Degree in Public Administration, Business Administration, or related field
- Previous experience establishing and implementing organizational vision at a leadership level within the public sector serving a community with a population of 200,000
- Previous experience driving change and managing senior leaders within a mid-size organization consisting of an employee population of 1,000
- Comprehensive knowledge of current and effective public management techniques
- Experience with budget and financial analysis
- Comprehensive knowledge of scope and responsibility of county government
- Extensive knowledge of laws, ordinances, rules, and regulations affecting county government
- Extensive experience in planning, directing, and coordinating major projects and activities
- Ability to prepare and present sensitive information, reports and testimony to a board, state legislature, or state agency
- Demonstrated success and knowledge in strategic planning for a large organization
- Ability to assess the local government environment, identify changes necessary for future success, and lead organizational change

Apply: Visit https://anokacounty.wd1.myworkdayjobs.com/en-US/Anoka_County_Career_Opportunities/details/County-Administrator_R2998 and complete the application process by May 3, 2024.

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