Meeker COUNTY



COUNTY ADMINISTRATOR

SALARY RANGE: $129,417 – $173,929

WELCOME TO MEEKER COUNTY

An Exceptional Opportunity to Lead

Meeker County is seeking a collaborative, visionary leader to serve as its next County Administrator. This is an outstanding opportunity for an experienced public servant to build upon a tradition of fiscal stewardship, lead a talented team, and help shape the future of a vibrant rural community.

The County Administrator is the administrative head of the organization and is responsible for the daily management of all county departments and services, implementing the strategic direction of the County Board, and ensuring the highest level of service to residents.

If you are a values-driven leader who thrives in a partnership environment and is passionate about making a difference, we invite you to explore this incredible opportunity.





WHY MEEKER COUNTY?

- Lead a financially stable organization with a strong tradition of fiscal stewardship.
- Partner with an engaged five-member County Board and experienced leadership team.
- Implement the County's first Strategic Plan and help turn vision into results.
- Build upon recently completed Government & Justice Center improvements and ongoing investments in infrastructure.
- Help shape the future of one of central Minnesota's premier rural counties.

ABOUT MEEKER COUNTY

COMMUNITY OVERVIEW

Meeker County offers the best of rural Minnesota - welcoming communities, productive farmland, scenic lakes, and a strong tradition of public service. Residents enjoy a high quality of life supported by safe neighborhoods, accessible healthcare, thriving local businesses, and a close-knit community where people know and support one another.

LOCATION

Located approximately one hour west of the Twin Cities metropolitan area, Meeker County provides convenient access to Minneapolis–Saint Paul while maintaining the pace and character of rural living. Its central location also offers easy access to St. Cloud, Willmar, Hutchinson, and other regional employment, healthcare, and commercial centers.

ECONOMY

Agriculture remains the cornerstone of Meeker County's economy, complemented by manufacturing, healthcare, education, retail, construction, and professional services. The County works collaboratively with local communities and regional partners to encourage sustainable growth while preserving the rural character that residents and businesses value.

RECREATION & QUALITY OF LIFE

Whether enjoying one of the County's many lakes, exploring parks and trails, attending community festivals, or participating in year-round outdoor recreation, residents appreciate an active lifestyle surrounded by Minnesota's natural beauty. Meeker County offers an exceptional balance of recreation, relaxation, and community connection.

EDUCATION

Meeker County is served by four highly regarded public school districts - Litchfield, Dassel-Cokato, Atwater-Cosmos-Grove City (ACGC), and Eden Valley-Watkins, each offering unique academic and extracurricular opportunities. Higher education is readily available through nearby Ridgewater College, providing workforce training, transfer programs, and continuing education for lifelong learners.

MEEKER COUNTY BY THE NUMBERS

Population
23,600+

County Seat
Litchfield

Largest City
Litchfield

Square Miles
610

Lakes
100+

Parks
25+

Miles of County Roads
1,000+

Founded
1856



MEEKER COUNTY COMMUNITIES

9 INCORPORATED CITIES
Cedar Mills • Cosmos • Darwin
Dassel • Eden Valley • Grove City
Kingston • Litchfield • Watkins

17 TOWNSHIPS

11 UNINCORPORATED COMMUNITIES

COUNTY GOVERNMENT & ORGANIZATION

COUNTY GOVERNMENT

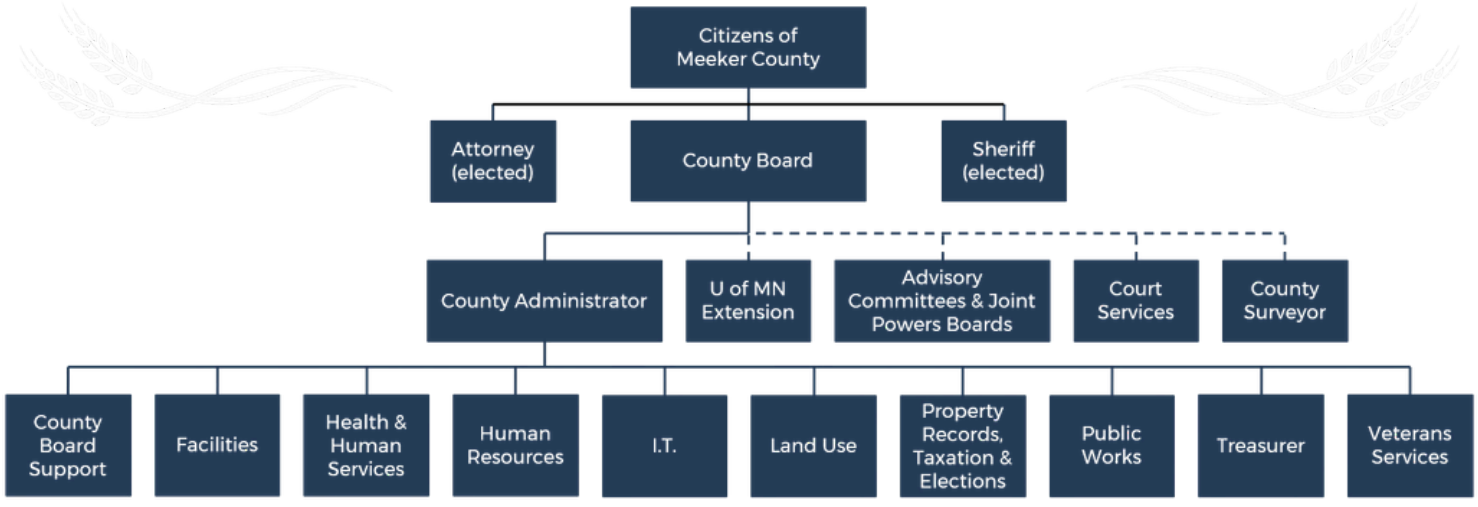
Meeker County is governed by a five-member Board of Commissioners who establish policy, adopt the annual budget, and set the long-term direction for the organization. The Board is supported by the County Administrator, who serves as the administrative head of the County and ensures Board priorities are implemented while fostering collaboration among elected officials, department leaders, employees, and community partners. Together, they are committed to transparent government, responsible stewardship of public resources, and responsive service to residents.

ORGANIZATION

Meeker County delivers a wide range of services through a collaborative leadership structure that brings together appointed department directors, elected officials, and dedicated employees. The organization is guided by its mission, "United to Lead, Driven to Serve," and its recently adopted Strategic Plan, which reflects a shared commitment to integrity, teamwork, and continuous improvement. County leadership recognizes that every department plays an important role in supporting the health, safety, and well-being of the communities it serves.

SERVICES

From maintaining hundreds of miles of county highways and supporting local public health initiatives to administering elections, assisting veterans, managing parks, protecting natural resources, and providing essential human services, Meeker County delivers programs that residents rely on every day. The County also owns Meeker Memorial Hospital & Clinics, an important healthcare resource serving the community and surrounding area. This broad service model requires strong partnerships across departments and a leadership team committed to providing efficient, customer-focused government.



STRATEGIC DIRECTION & FISCAL RESPONSIBILITY

MISSION

United to Lead, Driven to Serve.

VISION

Meeker County serves with integrity and purpose - building trust and partnerships to support the health, safety, and well-being of communities where people choose to live, work, and grow.







FINANCIAL SNAPSHOT

Total Operating Budget

$46.4 Million

General Fund Expenditures

$19 Million

General Fund Reserve

$10.5 Million

Property Tax Levy

$19 Million

Total County Employees

234

STRATEGIC PRIORITIES

FINANCIAL STEWARDSHIP

Being prudent, thoughtful, and responsive stewards of the public dollars.

ASSETS AND AMENITIES

Provide functional and modern facilities that support the needs of the County and community.

QUALITY ECONOMIC GROWTH

Invest in the economic foundations that create a community where people desire to live, work, and grow.

ORGANIZATIONAL EXCELLENCE

Create and maintain a positive culture to remain a highly competitive employer.

THE POSITION & DUTIES

The County Administrator is the administrative head of the County and is responsible for the oversight and performance monitoring of all County departments and services. Responsibilities include advising the County Board on policies and procedures, strategic planning, supervisory responsibility for management within the County, leadership development, and overseeing and managing County finances, including facilitation of the annual and long-term budget planning process.

ESSENTIAL DUTIES

- Directs, manages, and oversees non-elected department heads and employees, including assigning projects and objectives, conducting performance evaluations, developing, motivating, and training staff, and making hiring, termination, and disciplinary decisions.
- Sets strategic direction and goals for the County and establishes broad organizational policies and procedures. Works with department heads, staff, and other key stakeholders to implement Board policies and directives, ensures compliance with laws, regulations, policies, and procedures, and provides leadership to departments in achieving County objectives.
- Develops and maintains relationships and serves as a liaison to internal and external agencies, including government agencies, County Commissioners, State and Federal legislatures, the public, and media. Participates in a variety of meetings, committees, or related groups to communicate information on programs/services or areas of opportunity. Resolves sensitive and difficult inquiries/complaints. Negotiates and manages contracts with external parties as necessary.
- Makes recommendations to the County Board by presenting information on policies, decisions, actions, strategic planning, and other relevant matters. Keeps the County Board fully advised of County-wide activities, prepares operational reports, and attends all meetings of the County Board.
- Oversees and manages the County's finances, including operating and capital budgets. Prepares a proposed annual budget and long-range capital expenditure program for consideration by the County Board, authorizes and monitors purchases of equipment and services, negotiates contracts and other financial matters, and reviews budgets, contracts, and other financial data and plans.
- Provides strategic management and policy advice to the County Board, officials, duly constituted agencies, and Commissioners regarding contracts, leases, agreements, and constraints related to developing policy and performing assigned tasks.







THE IDEAL CANDIDATE

LEADERSHIP & ORGANIZATIONAL MANAGEMENT

- Collaborative, approachable, and people-focused leader
- Provides clear direction while empowering department heads
- Holds staff accountable while fostering a positive culture
- Calm, resilient, and effective in conflict situations
- Capable of leading organizational change and preparing the County for future growth
- Strong strategic thinking, decision-making, and problem-solving abilities

COMMUNICATION & RELATIONSHIP BUILDING

- Exceptional verbal and written communication skills
- Transparent, honest, and accessible to employees, the Board, and the public
- Skilled at building consensus and maintaining strong working relationships
- Ability to explain complex issues in a clear and understandable manner
- Strong public speaking, listening, and community engagement skills
- Trusted advisor who keeps the Board, staff, and residents informed

GOVERNMENT & BUSINESS ACUMEN

- Experience in county, city, or public sector leadership preferred
- Understanding of working with elected officials and governing boards
- Strong financial and budget management skills
- Knowledge of state and federal regulations, mandates, and public policy
- Ability to balance fiscal responsibility with service delivery and future needs
- Experience in strategic planning, human resources, and organizational operations

CHARACTER & CULTURAL FIT

- High integrity, honesty, and sound judgment
- Emotionally intelligent, respectful, and receptive to feedback
- Genuine, humble, and service-oriented leadership style
- Values teamwork, collaboration, and employee development
- Visible and engaged in the community and local government networks
- Appreciates Meeker County's rural character, strong community values, and commitment to responsible growth







COMPENSATION, BENEFITS & HOW TO APPLY

COMPENSATION

The salary range for this position is:

$129,417 to $173,929

A competitive benefits package is available including:

- Medical, Dental, and Vision Insurance
- County HSA contribution, HSA, VEBA, and FSA options
- Vacation and sick leave, 24-hour vacation bank upon hire, and 12 paid holidays
- MN PERA Pension
- No-cost basic life insurance, supplemental life insurance, and short- and long-term disability
- Group accident, critical illness, and hospital insurance
- Tuition reimbursement, student loan assistance, and Public Student Loan Forgiveness eligibility
- Employee Assistance Program, employee recognition, and employee referral programs
- MN Paid Leave

Meeker COUNTY

RECRUITMENT TIMELINE

Open until filled. Applications will be reviewed on a rolling basis, and candidates may be advanced by the Board as applications are received.

Early submission is encouraged.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, or related field, and eight (8) years of related experience, or an equivalent combination of education. A master's degree is preferred.

APPLY HERE

https://daviddrown.hiringplatform.com/437351-meeker-county-administrator/1641571-application-form/en

QUESTIONS?

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-385-7162.

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