

BECKER

COUNTY

Minnesota



County Administrator

Salary: \$123,801 to \$161,553

WELCOME TO BECKER COUNTY!



Becker County is located in west central Minnesota, 30 miles east of the Fargo/Moorhead metropolitan statistical area. The County is situated in the heart of what is known as Park Region and is considered to be one of the state's most beautiful and versatile recreational areas. Becker County has a population of 35,738, and its county seat is the City of Detroit Lakes.

CITIES	TOWNSHIPS				
Audubon	Atlanta	Eagle View	Lake Eunice	Round Lake	Toad Lake
Callaway	Audubon	Erie	Lake Park	Runeberg	Two Inlets
Detroit Lakes	Burlington	Evergreen	Lake View	Savannah	Walworth
Frazee	Callaway	Forest	Maple Grove	Shell Lake	White Earth
Lake Park	Carsonville	Green Valley	Osage	Silver Leaf	Wolf Lake
Ogema	Cormorant	Hamden	Pine Point	Spring Creek	
Wolf Lake	Cuba	Height of Land	Riceville	Spruce Grove	
	Detroit	Holmesville	Richwood	Sugar Bush	

Becker County prides itself in its deep history of agriculture, tourism, and business. The County offers small town hospitality with big city amenities including arts, shopping, dining, lodging, and services. It is the only Minnesota county containing all of the Minnesota state symbols: loons, pink and white lady slippers, wild rice, Norway Pines, blueberries, and eagles.

Businesses in Becker County employ approximately 18,791 people. The largest industries in the County include healthcare and social assistance, manufacturing, and retail trade. Some of the largest employers include Becker County, Lakeshirts (specialized clothing), BTM (metalworks), Detroit Lakes School District, and Essentia Health St. Mary's.

EDUCATIONAL OPPORTUNITIES

Becker County is primarily serviced by seven distinguished school districts: Detroit Lakes Public Schools, Pine Point School, Ulen-Hitterdal Public School, Lake Park-Audubon Schools, Frazee-Vergas Public Schools, Menahga Public Schools, and Waubun-Ogema-White Earth School District.

Three parochial schools provide private educational options. Holy Rosary Catholic School serves approximately 130 students in grades PreK-7. Faith Christian School provides Lutheran based education to approximately 25 students in grades PreK-6. The Adventist Christian School is operated by the Seventh-day Adventist Church and provides education to approximately 14 students in grades K-6.

Folks looking for higher education can find that in the City of Detroit Lakes at the Minnesota State Community and Technical College. The college offers an array of career programs. Programs unique to the Detroit Lakes campus include Architectural Drafting and Design, Civil Engineering Technology, Business Entrepreneurship, Medical Assistant, Paralegal, Power Sports Technology, Radiologic Technology, and Survey Technician.



HEALTHCARE



Essentia Health St. Mary's Hospital is an 87-bed acute care hospital with services such as anesthesiology, therapy services, birth center, intensive care, cardiac care, imaging and radiology, surgical services, home health care, lab, emergency medicine in a Level III Trauma Center, an acute stroke ready hospital, and more. Essentia Health also has clinics in the County including Detroit Lakes Clinic, Detroit Lakes Urgent Care, and Essentia Health St. Mary's-Lake Park Clinic.



Sanford Health Clinic has been located in Detroit Lakes since 1987. Sanford Health provides services including family practice, internal medicine, surgery/vascular surgery, obstetrics/gynecology, optometry, behavioral health, dermatology, oncology, ophthalmology, orthopedics, audiology, allergy/immunology, cardiology, nephrology, neurosurgery, pain management, ear/nose/throat (ENT), urology, and podiatry.

With offices in downtown Detroit Lakes, the Fargo-based Catalyst Medical Center provides specialty services including ear/nose/throat (ENT), dermatology, audiology, and cosmetics.



RECREATION & EVENTS

Becker County prides itself as a recreation destination. With abundant lakes, streams, forests, trails, and top-notch facilities, Becker County offers some of the best recreational opportunities you can find. No matter what the season, outdoor enthusiasts flock to this area to enjoy their favorite activities and to experience all that Becker County has to offer.

You will also find numerous community events taking place throughout the year including the Becker County Fair, Festival of Birds, Tuesdays in the Park, Polar Fest, WE Fest Country Music and Camping Festival, fishing derbies, the Northwest Water Carnival, and many others.



COMMUNITY AMENITIES

- Arts/Entertainment
- ATV/OHVs
- Bicycling
- Bird Watching
- Boating & Public Water Access
- Camping
- Canoeing/Kayaking & Tubing
- Cross County Skiing
- Equestrian
- Fishing
- Golf/Tennis
- Hiking/Backpacking/Walking
- Hunting
- Mountain Biking
- Parks & Picnic Areas
- Scenic Byways & Cultural/Historical Tourism
- Snowmobile Trails
- Swimming
- Tubing/Sledding
- Wildlife & Natural Areas



THE ORGANIZATION



Becker County is governed by a five-member Board of Commissioners. The Becker County Board of Commissioners is elected to four year staggered terms from the five Districts within the County. The Board selects a Chair and Vice Chair annually. The County Board, with respect to the diversity of its members, districts, and constituents, and within the confines of all statutes, rules, and regulations, is charged with providing overall management of all Becker County departments through the establishment of policies, priorities, and goals. This role involves representing the constituents in five Commissioner districts. It also involves representing Becker County at the state level through interactions with the legislators and administrative departments. The County Commissioners act to provide fair, efficient, and effective services to the residents of Becker County.

The Board is actively working to build relationships and to be transparent with staff and County residents. It has recommitted its efforts to improve communication across the organization.

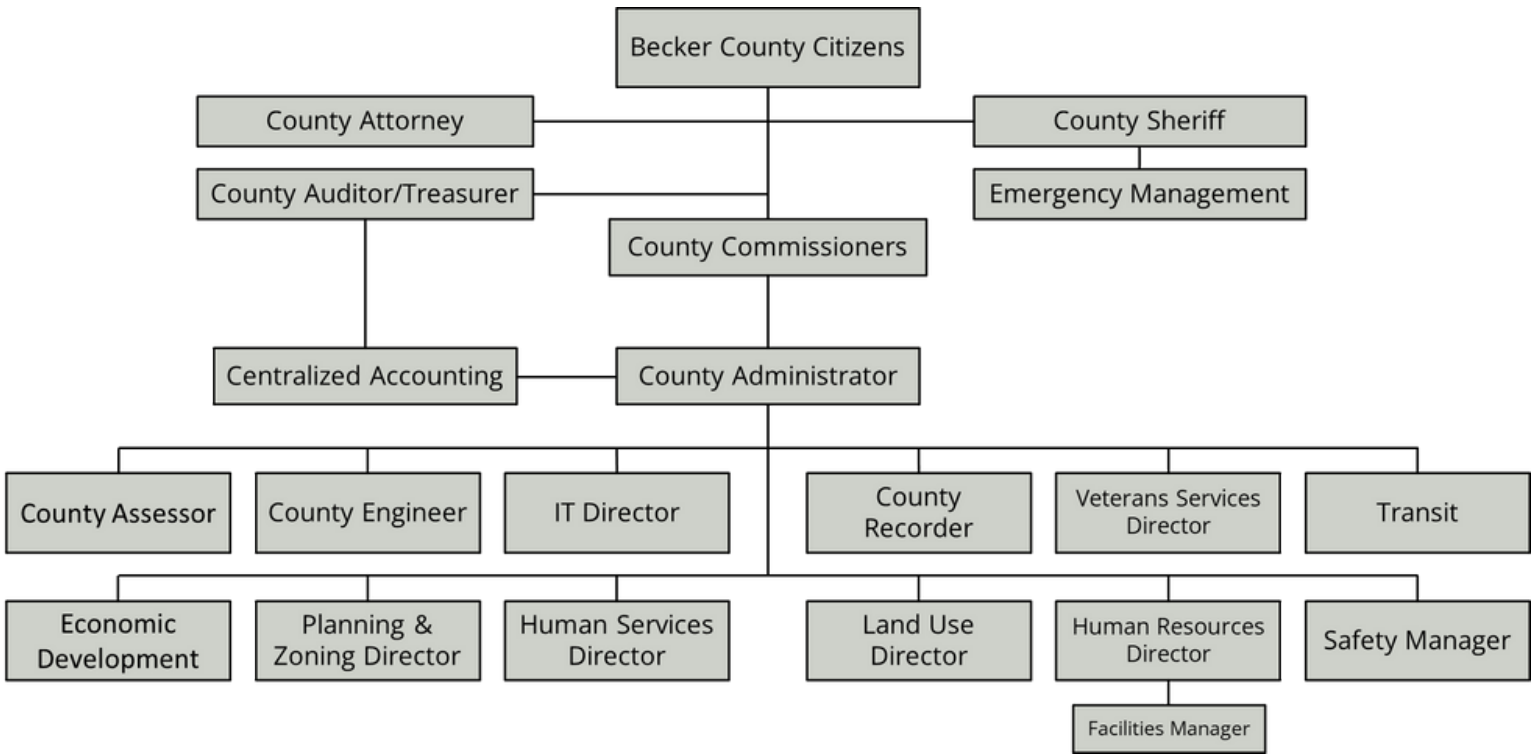
The Board is currently finalizing its Comp/Land Use Plan.

Becker County is fortunate to have great employees with incredible work ethic. The department heads have extensive experience and work collaboratively together in the best interest of the County and the residents they serve.

The County has been fiscally conservative as confirmed by its A+++ Bond rating.

THE ORGANIZATION

ORGANIZATIONAL STRUCTURE



2024 Budget Information	REVENUES	EXPENDITURES
General	(10,364,682)	10,654,255
Designated Reserves	(356,154)	340,311
Public Transit	(688,900)	782,889
Public Safety	(12,024,361)	12,024,361
Highway	(16,446,459)	16,446,459
Human Services	(18,878,295)	18,878,295
Recreation	(361,476)	609,359
Resource Development	(156,618)	331,859
Environmental Affairs	(6,430,453)	6,032,663
Debt Service	(1,720,711)	1,733,683
Ditches	-	-
Natural Resource Management	(414,000)	438,385
Gravel Tax	(49,211)	-
Total	(\$67,891,320)	\$68,272,519

CORE DUTIES OF THE POSITION

PEOPLE MANAGEMENT RESPONSIBILITIES

- Manages all department heads and works closely with elected officials, providing overall direction, coordination, and evaluation of these units. Carries out these responsibilities in accordance with the organization's policies, applicable laws, and goals. Facilitates coordination of activities with state entities working with the County such as District Courts, Probation/Parole, Extension, and others.
- Appoints, supervises, suspends, and removes, with the approval of the County Board, all County department heads and personnel whose appointment, suspension, and/or removal is a function of the County Board.
- Manages and evaluates department heads through on-going performance management, constructive feedback, and professional development plans.
- Develops a strong management team among department heads to effectively meet or exceed employee and customer needs.
 - Ensures effective inter- and intradepartmental communication by attending and/or directing management meetings.
 - Establishes and maintains an effective system of communication throughout the organization.

CUSTOMER SERVICE RESPONSIBILITIES

- Communicates with the County Board, the public, state, cities, Tribal Council, and other County departments to ensure questions and concerns and general information including budgets, projections, activity reports, and future plans are provided.
- Serves as a Public and Media Information Source by being accessible to the media for interviews and by composing and issuing press releases.
- Represents the County Board at meetings of local, state, and regional committees or organizations.
- Serves as a customer service role model for the County and the departments, ensuring staff adheres to customer service principles during interactions with all customers, including co-workers, other departments, and Commissioners.
- Provides customers with directions and guidance, is courteous and patient, and resolves customer problems immediately when able.

SAFETY RESPONSIBILITIES

- Supervises the County's safety programs to manage and minimize the risk of employee accidents and injuries. Is also the direct report to the County Emergency Manager position.
- Ensures that all injury reports are completed and submitted to the Human Resources Department within 24 hours of an incident.

CORE DUTIES OF THE POSITION

QUALITY SERVICE RESPONSIBILITIES

- Establishes current and long-range operational goals, objectives, plans, and policies subject to approval by the County Board.
- Dispenses advice, guidance, direction, and authorization to carry out major plans, standards, and procedures, consistent with established policies and Board approval.
- Ensures that operations are being executed in accordance with the organization's policies. Provides general supervision over all County institutions and agencies.
- Reviews operating results of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Provides appropriate information necessary for the County Board to make decisions regarding improvements of County programs by preparing agendas and making recommendations for the direction and actions of the improvements.
- Attends all County Board meetings and participates in discussions and making special studies and reports as requested or on one's own initiative. Serves as Clerk to the County Board.
- Provides the County Board with regular updates on all aspects of the Administrator functions.
- Follows up the actions of the County Board through correspondence, communication, observation, and assistance to ensure compliance with Board decisions and policies. Provides for the execution of ordinances, resolutions, and orders of the Board.
- Serves as the Board's legislative liaison with state and federal legislators, advising and making recommendations to the County board on the status of relevant pending legislation.
- Attends professional meetings, seminars, conferences, and training programs to maintain awareness of new developments and trends in public administration as related to county government and provides reports to the County Board.

FINANCIAL MANAGEMENT RESPONSIBILITIES

- Oversees the entire County financial system by directing, preparing, monitoring, and developing projections of the County operating and capital budgets. Executes operating plans and budgets in accordance with the County's philosophy by preparing and submitting recommendations for Board action.
- Monitors departments' financial performance against budget and takes appropriate actions to ensure overall budgetary compliance. Recommends amendments to the budget. Authorizes or approves departmental expenditures.
- Researches public and private grant agencies and foundations to identify potential sources of funding for research, community service, or other projects.
- Directs grant programs for funding.

DESIRED ATTRIBUTES

- A dedicated commitment to the community and organization for which one serves.
- A team maker/builder working for the best interest of the County citizens. Resourceful and draws on the support of other agencies.
- Presents strong verbal and written communication and presentation skills. Places a focus on being transparent through actions and as an intentional listener. Is genuine and approachable.
- Serves with honesty and integrity and enjoys interacting with various stakeholders.
- Strong leadership skills with the ability to give and earn respect, demonstrate trustworthiness, and provide guidance and support to staff and department heads in and outside the Boardroom. Seeks input from and appreciates working with hard-working and experienced staff.
- Establishes effective and healthy boundaries within the workplace. Has the ability to have difficult conversations in a tactful and respectful manner.
- Functions as a mentor and a uniter for the Board and staff. Serves in a neutral role while bringing professionalism to the Board. Encourages members to see past differences to serve in the best interest of the County. Provides bi-annual training for new Commissioners to help them best serve in their role.
- Has the ability to view issues objectively to respect long standing processes, while still presenting opportunities for innovation.
- Ensures all Commissioners receive the same information. Consistently hosts department head meetings and follows-through on Board directives.
- Versed in legislative processes and understands the basics of data requests, Roberts Rules of Order, and parliamentary procedure.
- Fiscally conservative and creative in finding potential funding sources.



PROJECTS/GOALS

- Continue to keep the County apprised of the State's action on the potential transfer of DNR-managed state forest land to the White Earth Nation. Examine financial implications of the potential action.
- Support the County's natural resources which brings tourism to the area. Further examine how the impact of tourism affects County services.
- Identify long-standing, large-scale, capital projects across all departments and centralize into one County-wide five-year Capital Improvement budget document. Update document annually in collaboration with the County departments and Board.
- Work collaboratively with the Trust for Public Land on the acquisition of Toad Mountain.
- Quickly become versed in the Comprehensive Plan update and ensure the Plan remains a living and breathing document.
- Using a big picture lens, identify future growth opportunities which will ensure existing businesses will remain while attracting new industry to the region.
- Support the County's focus on economic development and proactively build and maintain working partnerships with cities, townships, and the White Earth Nation.
- Support the County's efforts in bringing daycare and affordable and lifecycle housing to the region.
- Ensure Becker County will be a great place to work which offers full-time positions, attractive benefits, and a supportive work culture.
- Work cooperatively with nine (9) bargaining units and expedite contract negotiations.
- Conduct a study on space and security needs of the County Departments and buildings.
- New Administrator to use unique strengths and abilities to identify areas of opportunity for the organization.



POSITION ANNOUNCEMENT



County: Becker County, Minnesota

Position: County Administrator

Salary: \$123,801 to \$161,553

Application Deadline: May 5, 2024

Job Summary: Directs and coordinates administration of the county government in accordance with policies and goals as determined by the County Board of Commissioners.

Education and Experience: Bachelor's degree from a four-year college or university. Four (4) years of experience as an Administrator and/or ten (10) years in a senior department head/supervisor role supervising staff is preferred. A master's degree and experience in county government are preferred.

Apply: Visit <https://daviddrown.hiringplatform.com/210243-becker-county-administrator/872620-application-form/en> and complete the application process by May 5, 2024. Finalists will be selected on May 21, 2024, and final interviews will be held on June 11, 2024.

Please direct questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



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