



County Administrator Position Announcement

Richland County Wisconsin is accepting applications for the newly-created County Administrator position. This opportunity is perfect for a forward-thinking, fiscally-responsible, and creative individual interested in developing the County Administrator function in a government setting.

Richland County, located in Southwest Wisconsin, has an area of 589 square miles, a population of 18,052, and is made up of 16 towns, 5 Villages, and 1 City. The County offices are in Richland Center, Wisconsin, located between Madison and LaCrosse on Highway 14. Home to both industrial and rural areas, the County provides a safe and scenic environment that is perfect for families. Richland County boasts endless opportunities for outdoor recreation from riding the ATV trails, to kayaking and canoeing in the Pine River, fishing the trout streams, golfing, exploring the Ocooch Mountains, and much more.

As the chief administrative officer for the county, the purpose of the County Administrator position is to direct, administer, and coordinate the activities of the county in support of the policies, goals and objectives established by the County Board. Major duties include:

- Oversight of Financial Reporting and Planning
- Preparation and Submission of the Annual Budget and Capital Improvement Program
- Strategic Planning and Organizational Improvement
- Human Resources Management
- Supervision of County Department Heads
- Community and Intergovernmental Relations

The County Board's ideal candidate will have:

- Bachelor's Degree in relevant field, Masters preferred
- Ten years of progressively-responsible experience in business, industry or government
- Five years of public sector management experience
- Strong interpersonal and public speaking skills, and knowledge of public sector budgeting, human resources, and process improvement

Salary range is \$89,000 to \$105,000, commensurate with qualifications and experience. Richland County also offers a competitive benefits package.

The Richland County Board has engaged Carlson Dettmann Consulting, a Cottingham & Butler Company, to facilitate the hiring process. Applicants selected for an initial interview will be notified in early January, and the interviews are scheduled to take place the week of January 13th. Applicants selected as finalists will have a second interview the week of February 3rd.

To apply, please send the following items via e-mail to recruitment@carlsondettmann.com by 12:00 PM, Monday, December 9th. Applicant materials submitted after the deadline may be considered, as position will remain open until filled.

- Cover Letter and Resume
- Answers to the following questions (up to one typed page per question)
 1. What will the biggest challenges and opportunities facing Richland County's first County Administrator be? Using examples from your employment history, explain why you are uniquely qualified to overcome the challenges and take advantage of any opportunities.
 2. What efficiencies can a County Administrator add to County operations to justify the additional cost that the position creation requires? Again, using examples from your employment history, explain your thoughts, including how this might be communicated to the board and/or the public.

Richland County is an Equal Opportunity Employer.