

Deputy County Administrator

Recruitment Profile



Ottawa County
Where You Belong.

Ottawa County is located on Lake Michigan's spectacular freshwater coastline where nature is cherished and protected. More than the lakeshore, you'll find the people of Ottawa County friendly yet driven, working hard to succeed in charming downtown small businesses, at manufacturing hubs with global impact and on acres passed down from generations. We embrace creativity and believe that diversity makes us stronger. We resolve that our public services must be high-quality and cost-effective. We are innovative and never wait for someone to solve our problems for us. We are friendly neighbors chipping in, lending a hand and making sure you know Ottawa County is where you belong.

DEPUTY COUNTY ADMINISTRATOR: RECRUITMENT PROFILE

INTRODUCTION

This Recruitment Profile provides community background, outlines Ottawa County structure, and identifies County challenges and priorities considered particularly important over the next several years. It lays out the candidates' qualification criteria identified as crucial for the next Deputy County Administrator. This Profile will be used as a guide in the recruitment process, providing criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

BACKGROUND

COMMUNITY

Ottawa County is located in the southwestern section of Michigan's Lower Peninsula. Its western boundary is formed by Lake Michigan. Ottawa County is 174 miles west of Detroit and 150 miles northeast of Chicago. The County is composed of 17 townships, six cities, and one village, with an area of 565 square miles. Thirty-eight (38%) percent of the County's land mass is farmland. The County leads all other Michigan counties in the production of turkeys, ornamental nursery crops, blueberries, and perennials. The County has a state equalized value of over \$11 billion. Ottawa County is the eighth most populous county in the state, with about 282,250 people, and has experienced the fastest population growth of the 83 counties in Michigan. The County's population has experienced exciting and considerable growth with a 10.7% increase in population from 2000-2010 and projected to be 11.4% from 2010-2020.

Each year this area welcomes millions of visitors to its vacation playground. In Holland, people from all over the world come to the Tulip Time festival each spring. It is the third largest such festival in the United States. Grand Haven boasts the name "Coast Guard City, USA" as it hosts an annual Coast Guard Festival that attracts 350,000 people a year. Ottawa County's convenient location and never-too-warm summer climate have made it a mecca for sportsmen and vacationers. Besides Lake Michigan beaches, there are 307 miles of rivers and streams, two state parks, and over 5,000 acres of county parks and open space lands for visitors to enjoy. Ottawa County is truly a pleasant place in which to live and visit.

GOVERNMENT

The Board of Commissioners provides oversight, establishes policy, and builds the strategic plan for the County operations. The Board consists of 11 elected officials representing districts through two-year terms. The Commissioners establish policies that primarily deal with activities of the county government that include county budget, appropriations, personnel, capital improvements, and county services. The Board provides oversight of the day-to-day operations by appointing a county administrator and assuring that county department leaders carry out their tasks effectively, efficiently, and with fiscal responsibility. The Board of Commissioners is uniquely situated to keep an eye on the future, anticipating changes in society and legislation, and, through their policy setting role, work to keep the entire county operation focused on excellence and cost-effectiveness in their provision of services to citizens.

Ottawa County has 32 departments which range greatly in services. The Board-appointed County Administrator manages the finances, including the budget, provides leadership and management of Board initiatives, and oversees general County operations. The remaining operations are managed by

either elected officials (Clerk/Register of Deeds, Water Resources Commissioner, Prosecutor, Sheriff, and Treasurer), statutory boards (Community Mental Health), or the judiciary. The county employs about 1,100 employees, with about 850 being full-time.

STRATEGIC PLANNING

Vision Statement

Where you belong.

Mission Statement

Ottawa County is committed to excellence and the delivery of cost-effective public services.

Goals

1. To maintain and improve the strong financial position of the County.
2. To contribute to the long-term economic, social, and environmental health of the County.
3. To maintain and enhance communication with citizens, employees, and other stakeholders.
4. To continually improve the County's organization and services.

Challenges and Priorities

1. Maintain low millage, currently 5th lowest in the state, without reducing services or maintenance
2. Federal and state legislation, including reduced revenue sharing
3. Fastest growing county in the State
4. Lack of affordable housing
5. Complete the Four C's organizational initiative
6. Groundwater sustainability

Learn more about Ottawa County's strategic plan by visiting miottawa.org and viewing the Board of Commissioner's page.

THE POSITION

DEPUTY COUNTY ADMINISTRATOR

Under limited supervision, performs managerial and administrative duties to assist the County Administrator in directing and supervising the day-to-day operations of County departments, programs, and activities. Performs strategic and organizational planning, policy guidance, and provides oversight of assigned departments and programs. Assumes the responsibilities of the County Administrator as assigned or as required in their absence.

1. Supervises departments and department directors, as assigned by the County Administrator.

2. Acts on behalf of the County Administrator for designated purposes and is the acting County Administrator in his/her absence.
3. Provides oversight for managers, professional staff, and support staff in accordance with established County policies and procedures and all applicable statutes and regulations governing the employment relationship.
4. Participates in the hiring, termination, evaluation, and discipline of all subordinate staff.
5. Directs and oversees the care and maintenance of all County-owned and leased buildings and grounds.
6. Receives and responds to complaints and concerns with respect to facility operations and maintenance.
7. Performs research and staff assistance for Board of Commission standing, special, and ad-hoc committees; assists with formulation of committee agendas; follows up on action taken by the Board; may be assigned as primary staff liaison for one or more committees as assigned by the County Administrator.
8. Assists in the development and monitoring of operating and capital budgets.
9. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, elected officials, and others.
10. Performs research on operations of the County offices and departments; analyzes and evaluates funding requests for personnel and programs; prepares memos and recommendations as required.
11. Manages Administrative Intern Program, including advertising, hiring, oversight and evaluation.
12. Oversees development and maintenance of the county website.
13. Initiates internal and external studies to improve the administrative organization and procedures in order to contain or reduce costs and make effective use of County resources; develops and maintains County business improvement plan.
14. Periodically, oversees lobbyist function, reviews pending legislation, evaluates its effect on County operations and informs the County Administrator.
15. Represents County Administration on collaborative entities including governing boards, commissions, and authorities at discretion of County Administrator.
16. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
17. Administers media/public communications program; prepares press releases; oversees local unit and employee newsletter production; develops and maintains positive media relations with print and broadcast media.
18. Prepares and gives speeches and multi-media presentations to a variety of formal and informal audiences throughout the County and state.
19. Serves as member and/or chair of various work teams at the direction of the County Administrator.

20. Performs those day-to-day activities that are required to keep the department functioning effectively, but are not specifically related to assignment.

COMPENSATION AND BENEFITS

An annual salary range of \$95,380.74-\$123,438.64, payable on a bi-weekly schedule, along with employer paid payroll benefits as required by State and Federal Law. Benefits include health, dental, vision, life, and more. A defined contribution qualified retirement plan is offered. Paid vacation, paid sick leave, and paid holidays are also included. Review more about the benefits offered by visiting the Employee Portal at employee.miottawa.org.

CANDIDATE: DESIRABLE QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Master's degree from an accredited university in Public Administration, Business Administration, or a related field, combined with a minimum of six (6) years of progressively responsible experience in public administration; or an equivalent combination of education and experience. These qualifications are guidelines as other combinations of education, experience, skills, and abilities may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

Strategic Thinking/Visionary: Must be highly skilled at organizational leadership and strategic planning. Must be creative and innovative and able to develop new ways of looking at problems and arriving at solutions. Must be able to grasp information quickly and demonstrate an ability to manage highly complex issues. Able to consider the relative costs and benefits of potential actions and to choose the most appropriate one. Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.

Honesty and Integrity: Must be trusted and respected both professionally and by citizens, colleagues, staff, and elected officials. An unblemished record of ethical and professional conduct is essential, and complete personal and professional integrity. Even disposition and temperament and be able to take constructive criticism without being defensive. Must represent the County in a positive manner, including being neutral at all times concerning political issues.

Strong Subject Matter Knowledge: Expected to provide resolute leadership, advice, and guidance. He or she will need to quickly establish himself/herself as the expert on a broad range of County issues. Knowledge of public sector management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordinator of people and resources. Skills to establish annual goals and objectives as well as long-term plans.

Legal Environment Knowledge: Knowledge of the public sector as it relates to the legal environment, such as an understanding of local government and its duties, and a basic understanding of laws, public acts, regulations, and the democratic political process.

Exceptional Interpersonal Skills: Have exceptional skills and the ability to build trust with diverse individuals, staff, and community partners. Must be adept at maintaining strong, reliable and committed working relationships. Ability to effectively communicate, verbally and written, ideas and solutions so all stakeholders can understand.

APPLICATION

Formal applications must be submitted online at miottawa.org/apply. A resume and cover letter can be included when submitting an online job application. Candidates will be evaluated throughout the recruiting process; therefore you are encouraged to apply as soon as possible. The deadline to accept applications and supplemental information is Friday, April 27, 2018, or until filled.

Inquires relating to the recruitment and selection process may be directed to the attention of:

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