



MARATHON COUNTY COUNTY ADMINISTRATOR RECRUITMENT AND SELECTION TASK FORCE MEETING AGENDA

Date & Time of Meeting: **Monday, November 4, 2019; 1:30 p.m.**

Meeting Location: **Marathon County Courthouse, Employee Resources Conference Room, 500 Forest Street, Wausau, WI 54403**

Members: Kurt Gibbs, Chair; Craig McEwan, Romey Wagner, Dr. Lori Weyers, Mike Tomsyck, Mary Ellen Schill, Adam Payne

Marathon County Mission Statement: Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly, or in cooperation with other public and private partners, provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12/20/05)

County Administrator Recruitment and Selection Task Force Mission/Purpose: To establish and oversee a recruitment and selection process to fill the position of Marathon County Administrator.

1. Call to Order-Please silence your cellphones
2. Public Comment Period – None
 - A. Discussion and Possible Action by County Administrator Recruitment and Selection Task Force
 - (1) Introductions
 - (2) Review Task Force Responsibilities
 - (3) Review/modify County Administrator job description/recruitment brochure
 - (4) Recruitment plan/timeline
 - (5) Establish screening and initial interview team
 - (6) Schedule of future meetings
3. Announcements:
4. Adjourn

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715 261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

Faxed to: Wausau Daily Herald
Faxed to: City Pages
Faxed to: Record Review
Faxed by/time: F Matel 11/1//2019 1:30pm

SIGNED Kurt Gibbs/s/F Matel
Presiding Officer or Designee

NOTICE POSTED AT THE COURTHOUSE
By/Date/Time: F Matel 11/1 /2019 1:30 pm

COUNTY ADMINISTRATOR RECRUITMENT AND SELECTION TASK FORCE

1. Mission/Purpose Statement: The Task Force is created to establish and oversee a recruitment and selection process to fill the position of Marathon County Administrator. Additionally, the Task Force shall engage outside counsel to draft and negotiate an Employment Agreement with the top candidate to fill the County Administrator position. Ultimately, both the County Administrator position appointment and the Employment Agreement must be approved by majority vote of the County Board consistent with 59.18 County Administrator, (8) Vacancy, How Filled.
 2. Membership: The County Board Chair shall chair the Task Force. Additional members shall include:
 - A. Vice Chair of the County Board
 - B. A County Board member still in their first term of office.
 - C. A representative of the business community, preferably with human resource management experience.
 - D. A representative of higher education.
 - E. A representative of municipal government (city, village, town)
 - F. A representative of the legal community, preferably with experience in municipal law.
 3. Statutory Responsibilities: Task Force members shall conduct their work consistent with Wisconsin Statutes 59.18 County Administrator with particular notice to these subsections:
 - (2) Duties and Powers
 - (6) Qualifications for Appointment
 - (7) Removal
- Additionally, the Task Force is responsible for seeing that candidate employment applications/materials are held confidential until a determination of finalists for the position is made. Once the list of applicants is narrowed to less than five candidates Section 19.36(7) Identities of Applicants for Public Positions may require the public release of the applicants' materials of the finalist candidates by the Task Force.
4. Term: The Task Force shall begin its work immediately following the adoption of its charter and confirmation of its membership. The term will extend to March 31, 2020.
 5. Reporting Relationships: The Task Force reports to the Executive Committee and shall provide a monthly update on progress each month that the Task Force exists. The County Board Chair shall be responsible for keeping the County Board of Supervisors updated on the progress of the recruitment and selection process.
 6. Duties and Responsibilities: The Task Force shall develop recommendations to Executive Committee regarding the following:

- A. Update the Marathon County Administrator job description to ensure that the most important job duties and responsibilities are listed and that the educational and experiential requirements of the position are substantially related to success in the position.
- B. Establish and oversee a process where educational degrees are confirmed, prior and current employers are contacted and asked for job related information about the candidate, personal references are contacted and all of the information is compiled into a report that can be considered by the County Board of Supervisors in the process of confirming an appointment.
- C. Identifying a list of competencies critical to success in the position. An example of “competencies” developed for the Deputy County Administrator position are:

As a leader in the County system, the Deputy County Administrator needs a broad range of competencies. Those listed in this section are particularly important to success on the job:

Influencing skills including:

- Promoting own position and ideas with confidence and enthusiasm.
- Anticipate the positions and reactions of others accurately.
- Knowing whom to involve and when.

Promoting collaboration by:

- Building team cohesiveness by establishing communications and reinforcing shared values.
- Inviting and building on the ideas of others.
- Promoting teamwork among groups and discouraging “them vs. us” thinking.

Engaging and inspiring others by:

- Fostering a sense of urgency, ownership, and personal commitment to work.
- Creating a work environment that encourages others to do their best.

Financial skills including:

- Ability to prepare realistic estimates of budget, staff and other resources.
- Make prudent decisions regarding significant expenditures.

Additionally, the selected candidate must be able to:

- Effectively prioritize their own work and manage their time.
- Identify underlying issues and root causes of problems.
- Make decisions based on sound logic and rationale.

- Understand the unique role of County Government in Wisconsin and our relationships with other units of government.
- Understand the legal environment and make decisions that are consistent with local, state and federal laws, rules and regulations.

These competencies shall be considered when creating interview questions and evaluating the responses of candidates.

- D. Establishing an interview team to do an initial screening interview of candidates with the goal of identifying the top 3 – 5 finalists who will advance to a second interview conducted by the Executive Committee. The interview team shall include representatives of the Marathon County community and shall not be limited to officials or employees of Marathon County.
- E. Suggest a set of job related interview questions and evaluation guidelines to both the initial screening interview team and the Executive Committee that are consistent with all laws prohibiting discrimination in employment.
- F. Establish a process for attracting job applicants including and not limited to:
 - Advertisements of the position with the Wisconsin Counties Association, National Association of Counties and Wisconsin City-County Managers Association.
 - Development of recruitment materials that markets both the Marathon County Administrator position and also Marathon County community, as a desirable place to live, and the accomplishments of Marathon County government in building a strong work culture and in providing high quality public services to its residents.

COUNTY ADMINISTRATOR

Payroll Occ Code: 5483

DBM Rating: E92

FLSA: Exempt

Reports to: County Board

Position Summary:

The purpose of this position is to serve as Chief Administrative Officer for the County. The County Administrator is responsible for administering and coordinating the overall operations of all of the non-elected departments of the county and for providing staff assistance to the County Board of Supervisors and its officers, under the guidance and supervision of the County Board, as provided for in Chapter 59.18 Wisconsin State Statutes County Code. The County Administrator is supported by a Deputy Administrator, Organizational Excellence Program Manager, Executive Administrative Coordinator, 22 Department Heads, and approximately 750 FTE employees.

Examples of Work Performed:

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Charged with carrying out overall operations that support the policy set forth by the County Board Supervisors, outlined in the Strategic Plan addressing top priority objectives, with the desired outcome to obtain Marathon County's goal to be the healthiest, safest, and most prosperous county in Wisconsin.
- Plans, directs and coordinates the administrative practices of Marathon County government to ensure effective use of resources (e.g. develop human resource and financial policies).
- Coordinate and direct all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.
- Annually, and otherwise as necessary, communicate to the board the condition of the county, and recommend such matters to the board for its consideration as the county administrator considers expedient. Notwithstanding any other provision of the law, the county administrator shall be responsible for the submission of the annual budget to the board.
- Analyzes and recommends a county organizational structure, including program development to facilitate effective delivery of services and recommend revisions as needed.
- Prepares and maintains a county long-range strategic planning program with the County Board.
- Makes recommendations regarding county staffing needs that ensure effectiveness of operations and cost efficiency.
- Analyzes and recommends a county organizational structure, including program development to facilitate effective delivery of services and recommend revisions as needed
- Coordinates major capital projects such as interoperable radio/microwave communications, UWMC Center for Civic Engagement, Sports Complex, etc.
- Appoints most members of boards, commissions, etc; appoints and supervises most non-elected department heads; interviews and selects new personnel; plans, assigns, coordinates and reviews work; acts on problems and concerns; approves leave; evaluates performance and recommends and/or approves discharge or disciplinary action where necessary.
- Assists in preparing agenda for and attends County Board meetings and various committee and other meetings; recommends organization and staffing levels; assists boards, commissioners and committees in monitoring the activities of operating departments.
- Serves as public representative of Marathon County government; acts as spokesperson on many issues with the news media; represents Marathon County at various legislative meetings and hearings; acts as liaison, including public speaking to various groups, service clubs, other jurisdictions, and state and federal government.
- Leads department heads using a results-focused performance management system that provides a framework to encourage employee contributions and includes goal setting, coaching, feedback, and professional development planning. Assigns work priorities and responsibilities to department heads. Establishes work plans with specific outcome measures for the appraisal of the work of department heads.

- Develops and reviews policies related to Personnel, Finance, Economic Development, Planning, etc.
- Serves as mediator in issues, problems and disputes involving department heads and other municipalities.
- Approves and signs contracts, leases, grants, property transfers, etc.
- Reviews and responds to complaints regarding County personnel and operations; ensures proper response.

Knowledge, Skills, and Abilities:

- Knowledge of the theories, principles, and practices of public administration
- Ability to communicate to build relationships and openness to new approaches to solving problems
- Skill in the application of new technologies to improve public services
- Knowledge of State laws and administrative rules governing County government
- Ability to work independently, manage time effectively, and lead the work of the county to achieve goals and objectives
- Skill in project management including understanding and meeting customer needs, building realistic plans and managing execution
- Ability to make sound decisions, hold people accountable, act strategically, think creatively and use financial data
- Skill in supervising and directing the work of others to attain high quality work in an effective manner
- Ability to use initiative and judgement in completing tasks and responsibilities Communicates effectively in oral and written forms
- Skill in making public presentations ranging from a simple welcome to visitors at a community event to responding to media inquiries during a highly visible, high stakes controversy Skill in modifying and establishing new policies and procedures as necessary and utilizing problem identification and resolution techniques
- Ability to remain calm and use good judgment during confrontational or high-pressure situations
- Skill in adjusting priority changes, performing research, compiling and analyzing data, and making recommendations
- Ability to meet and deal professionally, courteously, and effectively with county supervisors, employees, federal, state, and city representatives, legal counsel, contractors, vendors, advisory boards, community groups, and the public
- Skill in leading the county in systems changes

Qualifications:

Master's degree from an approved college/university in Public Administration or a related field with five years of county or municipal administrative experience at an executive or higher level.

Professional and personal behavior that is consistent with Marathon County Cove Values. Equivalent combinations of job-related education and work experience may be considered. Driver's license or ability to obtain reliable transportation required.

Selection Procedure:

Selection of the successful candidate may be made by assessment of experience and education, background check, oral interview; review of references, written management assessment, and other appropriate job-related selection procedures. All applicants will be notified as to the status of their application.

Compensation: Salary Range (E92)



COUNTY ADMINISTRATOR

Apply by: January 6, 2020

Marathon County is looking for a person to lead our organization towards our goal of becoming the safest, healthiest and most prosperous county in Wisconsin.

Located in the heart of Wisconsin, Marathon County is an excellent home for a talented public administrator to live, work, and play in a community that takes pride in its natural beauty, safe neighborhoods, affordable housing, and overall quality of life.



Marathon County is full of beautiful views and places to explore, offering its residents and visitors four seasons of recreational opportunities. The landscape transitions from the farmlands and woodlots to the south to the forests and lake country to the north.

Ideal Candidate:

The ideal candidate has significant experience in high-level decision making, fostering relationships with key members of the community & agencies, building strong management teams, is a prudent manager and inspiring leader. They will have the mindset to see the “big picture” in a variety of settings. They will be willing to tackle issues to advance community dialogue and stimulate action to improve the community’s well-being. And finally, they will contribute to a positive work culture, take pride in our community, welcome diversity, and exercise a high level of integrity as they execute the County’s Mission/Strategic Plan.

A Master’s Degree from an approved college/university in Public Administration or related field and five (5) years of county or municipal administrative experience at an executive level, or any combination of job related education and experience that provides equivalent knowledge, skills, and abilities.

The Community:

Centrally located, Wausau, is a two hour drive to Madison, WI, three hours to Milwaukee, WI and Minneapolis, MN, four hours to Chicago, IL, and only 90 minutes to Lambeau Field, home of the legendary Green Bay Packers. The County has a population of 136,000 including the Wausau metropolitan area of 70,000 at the confluence of the Wisconsin, Eau Claire and Rib Rivers. Our water, woodland and terrain resources combined with a full complement of the four seasons have allowed us to develop many of the best outdoor recreation opportunities in the Midwest. We are known for our downhill (Granite Peak) and cross country skiing, bike trails, kayak, boating, soccer, softball, baseball, snowmobiling, curling, ATV, camping, fishing, hunting, snow-tubing, concert and special event facilities. These facilities host multiple state and regional sports competitions annually and intermittent national and international events. We are the home of the Northwood's League Wisconsin Woodchucks, a college summer league baseball team, and the River Wolves, a junior league hockey team.



Our historic Arts Block and the Grand Theater is a regional center for performing and visual arts. The Woodson Art Museum is home of the internationally renowned Birds in Art exhibit as well as diverse exhibitions from around the world. There is an active music scene including free outdoor concerts, the Bull Falls Blues Fest, along with numerous pubs with live music. Microbrewery events, festivals, fairs, and a broad array of special events occur year round throughout the County.

Marathon County also offers diversity in residential options and employment. Our metropolitan area consists of several communities centrally located at the intersections of I-39/US 51 and State Highway 29. Our regional airport, Central Wisconsin Airport (CWA), is easily accessible to the business or vacation traveler. Our economy is comprised of a strong health care industry, professional services, manufacturing, agri-business “say cheese” and ginseng, and a strong commitment to entrepreneurship. Whether you are looking for a metropolitan setting, small town living or a rural lifestyle, Marathon County has affordable options within minutes of each other.

To learn more about our community, you are invited to visit the following web sites:

www.co.marathon.wi.us. www.visitwausau.com www.ci.wausau.wi.us

The County:

Marathon County is the largest county in Wisconsin at 1584 square miles. It was officially established in 1850 and Wausau was selected as the county seat. From a Chippewa name meaning “Far Away” - Wausau has grown to a vibrant city of approximately 40,000 people. Marathon County is governed by a 38 member county board of supervisors who are elected to two year terms. The Marathon County Board has a reputation for a policy focus and civil and respectful dialogue. We have a strong organizational culture that we have been measuring and continuously improving for over ten years.

Position Summary:

Working under the direction of the Marathon County Board of Supervisors, the County Administrator serves as the Chief Administrative Officer for the County and leads all administrative and operational functions of county government. The County Administrator is supported by a Deputy Administrator, Organizational Excellence Program Manager, Executive Administrative Coordinator, 22 Department Heads, and approximately 750 FTE employees. Of primary importance is operationalizing the Marathon County Strategic Plan.

Main Responsibilities:

- Prepare annual budget and present to the Human Resources, Finance, and Property Committee and the County Board
- Provide staff support to the County Board and its Standing Committees
- Coordinate major capital projects
- Analyze and recommend a county organizational structure, including program development to facilitate effective delivery of services and recommend revisions as needed
- Appoints members of boards, commissions, etc.; appoints and supervises most non-elected department heads; sets goals and evaluates performance of department heads; recommends, approves, or administers disciplinary action as appropriate
- Conducts regular department head meetings
- Represents Marathon County government in media reports, legislative meetings, and at public speaking events
- Reviews and responds to complaints regarding County personnel and operations and ensures appropriate response



Compensation & Benefits:

Annual Salary Range: \$94,437—\$155,530 (DOQ)

Benefits: Health and Dental Insurance, HRA, Post-Employment Health Plan, Income Continuation Insurance, Wellness Program, Paid Time Off, Paid Holidays, Wisconsin Retirement Plan, Employee Assistance Program, Optional Flex Spending, Life & AD&D Insurance, Long Term Care, and Deferred Compensation.



Knowledge, Skills & Abilities:

- Knowledge of the theories, principles, and practices of public administration
- Ability to communicate to build relationships and openness to new approaches to solving problems
- Skill in the application of new technologies to improve public services
- Knowledge of State laws and administrative rules governing County government
- Ability to work independently, manage time effectively, and lead the work of the county to achieve goals and objectives
- Skill in project management including understanding and meeting customer needs, building realistic plans and managing execution
- Ability to make sound decisions, hold people accountable, act strategically, think creatively and use financial data
- Skill in supervising and directing the work of others to attain high quality work in an effective manner



KSA—Continued:

- Ability to use initiative and judgement in completing tasks and responsibilities Communicates effectively in oral and written forms
- Skill in modifying and establishing new policies and procedures as necessary and utilizing problem identification and resolution techniques
- Ability to remain calm and use good judgment during confrontational or high-pressure situations
- Skill in adjusting priority changes, performing research, compiling and analyzing data, and making recommendations
- Ability to meet and deal professionally, courteously, and effectively with county supervisors, employees, federal, state, and city representatives, legal counsel, contractors, vendors, advisory boards, community groups, and the public
- Skill in leading the county in systems changes



Marathon County is an Equal Opportunity Employer

All qualified candidates are strongly encouraged to apply by
Monday, January 6, 2020.

Applications, resumes and cover letters will only be accepted electronically. You need only to add basic contact information, upload a resume and cover letter, and sign off on the application form to apply. You may provide additional information if you so desire.

To be considered for this position: **[Click Here](#)**

Please contact Frank Matel, Employee Resources Director, at 715-261-1454 with any questions.