

Position Announcement

County: Anoka County, Minnesota

Position: County Administrator

Salary: \$225,000 to \$275,000

Application Deadline: May 3, 2024

Job Summary: The County Administrator serves as the Chief Administrative Officer of the Anoka County Government. The County Administrator is responsible for the coordination and direction of all County divisions, departments, and units. They direct the functions of the government, develop plans, make decisions, and assure all orders, resolutions, and regulations of the County Board are executed. They advise on the overall vision and direction for Anoka County's largest, most expensive, and politically sensitive projects.

Qualifications and Requirements:

Minimum

- Bachelor's degree and at least 10 years of job-related experience
- In lieu of the required education, an equivalent combination of education and experience may be substituted on a year-for-year basis

Preferred

- Degree in Public Administration, Business Administration, or related field
- Previous experience establishing and implementing organizational vision at a leadership level within the public sector serving a community with a population of 200,000
- Previous experience driving change and managing senior leaders within a mid-size organization consisting of an employee population of 1,000
- Comprehensive knowledge of current and effective public management techniques
- Experience with budget and financial analysis
- Comprehensive knowledge of scope and responsibility of county government
- Extensive knowledge of laws, ordinances, rules, and regulations affecting county government
- Extensive experience in planning, directing, and coordinating major projects and activities
- Ability to prepare and present sensitive information, reports and testimony to a board, state legislature, or state agency
- Demonstrated success and knowledge in strategic planning for a large organization
- Ability to assess the local government environment, identify changes necessary for future success, and lead organizational change

Apply: Visit [https://anokacounty.wd1.myworkdayjobs.com/en-](https://anokacounty.wd1.myworkdayjobs.com/en-US/Anoka_County_Career_Opportunities/details/County-Administrator_R2998)

[US/Anoka_County_Career_Opportunities/details/County-Administrator_R2998](https://anokacounty.wd1.myworkdayjobs.com/en-US/Anoka_County_Career_Opportunities/details/County-Administrator_R2998) and complete the application process by May 3, 2024.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.