



COUNTY ADMINISTRATOR

2027 Salary: \$141,148 to \$197,766



ABOUT THE COMMUNITY

Located in southwestern Minnesota, Redwood County offers the character and connections of small-town living alongside a strong agricultural, cultural, and natural heritage. Established in 1862 and named for the Redwood River, the County encompasses approximately 880 square miles and is home to more than 15,000 residents. Redwood Falls serves as the county seat, joined by communities including Belview, Clements, Delhi, Lamberton, Lucan, Milroy, Morgan, Revere, Sanborn, Seaforth, Vesta, Wabasso, Walnut Grove, and Wanda. The Lower Sioux Indian Community is also located within Redwood County.



A DISTINCTIVE SENSE OF PLACE

Redwood County's landscape is shaped by productive farmland, river valleys, wooded areas, and welcoming rural communities. Residents enjoy the close connections of small-town living, where people know and support one another, along with access to amenities that are notable for communities of this size. Redwood Falls is approximately 1½ hours from both Mankato and Sioux Falls and about two hours from the Twin Cities, providing convenient access to larger regional centers while maintaining a relaxed rural lifestyle.



ECONOMY

Agriculture remains an important part of Redwood County's identity and economy, supported by a diverse mix of manufacturing, healthcare, retail, construction, financial services, public administration, and other businesses. The County benefits from a strong agricultural base while also serving as an employment and service center for the surrounding region. Communities throughout the County continue to pursue opportunities for residential and commercial growth, including ongoing housing development in Redwood Falls.



HEALTHCARE

Residents have access to a variety of healthcare services close to home. Redwood Falls is home to CentraCare's hospital and clinic campus, which provides emergency care, surgery, rehabilitation, imaging, obstetrics, respiratory care, and other medical services. Clinics, senior care providers, pharmacies, dental practices, and other healthcare resources throughout the area further support residents across the County.





EDUCATION

Redwood County is served by several public school districts, including Redwood Area Schools, Cedar Mountain, Red Rock Central, Wabasso, and Westbrook-Walnut Grove. The area has seen significant investment in educational facilities, including newer school facilities in Redwood Falls and Lamberton. Redwood Falls' school facilities include a field house, while community education, youth programming, athletics, and enrichment opportunities provide learning and recreational opportunities for residents of all ages.

HISTORY & CULTURE

Redwood County has a distinctive history closely connected to the Dakota people and the Minnesota River Valley. The Lower Sioux Indian Community, or Cansayapi, is located near Morton, and the Lower Sioux Agency Historic Site provides opportunities to learn about Dakota culture and the history of the region. Walnut Grove is widely recognized for its connection to Laura Ingalls Wilder and the Little House on the Prairie story, with the community approaching the 50th anniversary of its annual Laura Ingalls Wilder Pageant.

RECREATION & COMMUNITY LIFE

Outdoor recreation and community amenities are an important part of life in Redwood County. Redwood Falls is home to the 256-acre Ramsey Park, featuring wooded trails, waterfalls, camping, picnic areas, scenic views along the Redwood River, and family-friendly attractions. Camping is especially popular, with seasonal sites drawing visitors throughout the summer. Lake Redwood has also undergone a major dredging project, enhancing an important local recreational resource.

Additional amenities include Plum Creek Park in Walnut Grove, the Redwood Falls Aquatic Center, and the Redwood Area Community Center, which offers recreation and gathering spaces along with a skate park. Residents and visitors can also enjoy golf, hunting, fishing, community festivals, the Redwood County Fair, Farmfest, and the Minnesota River Valley. The area's churches, civic organizations, and community events contribute to the strong sense of connection found throughout the County.



GOVERNANCE

Redwood County is governed by a five-member Board of Commissioners, with each Commissioner elected from a geographic district. The Board establishes policy, adopts the annual budget and tax levy, approves major expenditures and agreements, and provides overall direction for County government.

Some County offices are led by independently elected officials, while other departments operate under appointed department heads and the administrative structure established by the Board.



COUNTY ADMINISTRATION

The County Administrator serves as the chief administrative officer of the organization and is responsible for carrying out the policies and priorities established by the Board of Commissioners.

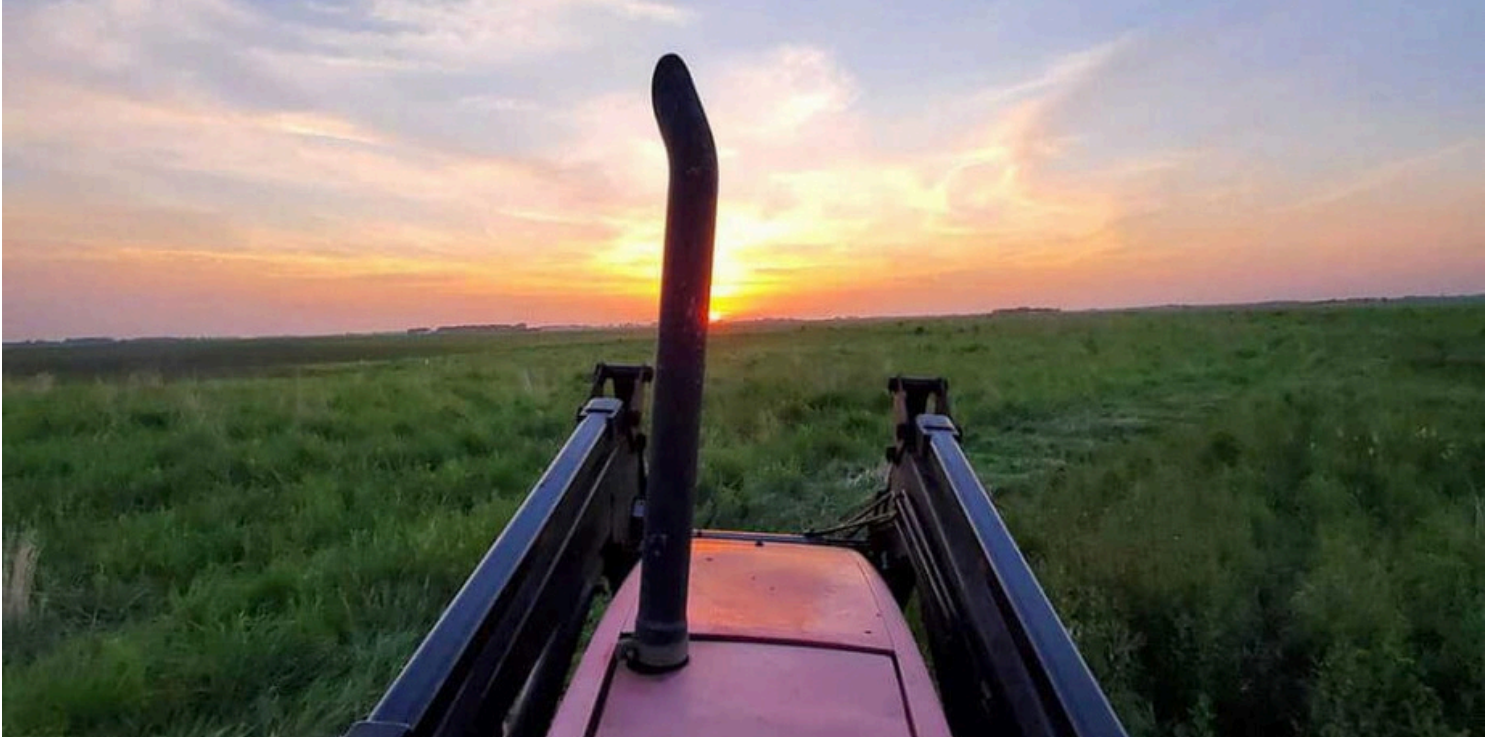
The Administrator works closely with elected officials, department leaders, employees, and outside partners; coordinates organizational initiatives; supports budget development and long-range planning; oversees personnel and administrative functions; and helps ensure consistent communication and effective operations across County government.

COUNTY SERVICES

Redwood County delivers services across a wide range of functional areas, including:

- Administration
- Property assessment and taxation
- Elections and licensing
- Public safety and law enforcement
- Transportation and highway services
- Environmental services
- Emergency management
- Economic development
- Land records and recording
- Veterans services
- Facilities and maintenance





ESSENTIAL FUNCTIONS OF THE POSITION

- **Directs and coordinates County financial operations**, including development and administration of the annual budget, fiscal policy recommendations, expenditure monitoring, capital improvement planning, grant administration, bidding processes, and cost-saving initiatives.
- **Leads County administration and organizational operations**, carrying out County Board policies and directives, coordinating departmental activities, leading the executive management team, and ensuring County programs and services align with established goals and strategies.
- **Directs human resources and labor relations**, including personnel policies, union and non-union negotiations, employee relations, grievances and disciplinary matters, compensation and classification, employee benefits, training and development, and performance evaluation.
- **Provides oversight and direction to non-elected department heads and administrative/support functions**, including County administration, accounting, human resources, purchasing, information technology, public information, and property and building management.
- **Oversees risk management, workplace safety, building security, maintenance, insurance programs, and compliance** with applicable laws, regulations, and County policies.
- **Serves as principal advisor and administrative liaison to the County Board**, attending meetings, providing research and recommendations, preparing Board materials, coordinating official records, and serving as Clerk of the Board or directing staff support for that function.
- **Represents Redwood County with residents, employees, governmental agencies, community organizations, the media, and other stakeholders**, including negotiating shared-service agreements and coordinating responses to public inquiries.
- **Monitors legislative and regulatory developments affecting County government** and represents the County at regional, state, and professional association meetings as directed by the County Board.

DESIRED ATTRIBUTES OF THE NEXT COUNTY ADMINISTRATOR

Leadership & Organizational Management

- Provides strong, visible, and collaborative leadership.
- Empowers staff and department heads while maintaining accountability.
- Makes sound decisions, solves problems effectively, and balances strategic priorities with daily operations.
- Builds a culture of teamwork, trust, and continuous improvement.

Communication & Relationship Building

- Communicates openly, honestly, and transparently.
- Is approachable, accessible, and an effective listener.
- Develops strong working relationships with employees, elected officials, local governments, and community partners.
- Encourages regular communication and knowledge-sharing across all county departments to improve coordination, efficiency, and service delivery.

Financial & Administrative Expertise

- Demonstrates strong budgeting, financial management, and organizational skills.
- Understands county government operations, public policy, and service delivery.
- Uses data and sound judgment to allocate resources and improve efficiency.
- Provides strategic oversight while ensuring effective and responsive county services.

Character, Culture & Professional Experience

- Possesses high integrity, professionalism, and strong ethical standards.
- Has experience leading people, managing complex organizations, and working within local government.
- Promotes a positive workplace culture focused on accountability, respect, and employee development.
- Is adaptable, resilient, community-focused, and committed to serving the best interests of the County.

Experience & Professional Knowledge

- Prior leadership experience in county or local government is strongly preferred.
- Understands the role of the County Administrator in supporting elected officials while effectively managing county operations.
- Demonstrates the ability to navigate complex issues, competing priorities, and public expectations.
- Builds professional relationships and seeks out training opportunities to stay informed of emerging issues, innovative practices, and evolving public-sector challenges



POSITION ANNOUNCEMENT

Organization:

Redwood County, Minnesota

Position:

County Administrator

Salary:

\$141,148 to \$197,766

Benefits:

A competitive benefits package including:

- Health, dental, and vision insurance
- Life insurance options
- Flexible Spending Accounts
- Vacation and sick leave or Paid Time Off
- MN PERA retirement
- Short- and long-term disability
- 11 paid holidays
- Accident and critical illness insurance
- Deferred compensation plans
- Employee Assistance Program

Job Summary:

The County Administrator is the chief administrative officer in managing the operations of various County departments, oversight of the budgetary process, human resource and risk management, research and development of programs, public relation functions, in association with the ordinances and regulations of government under the jurisdiction of the Board of County Commissioners.

The County Administrator is responsible for leading the organization and building an organizational culture that supports and implements the County goals and strategies through highly responsible professional and managerial knowledge, skills and abilities.

Minimum Qualifications:

Bachelor's degree in Public Administration, Regional Planning, Business Administration, or related field, and at least four (4) years of recent, progressive, related public and/or business administration experience.

Apply:

Visit <https://daviddrown.hiringplatform.com/431861-redwood-county-administrator/1624400-application-form/en> and complete the application process by November 4, 2026. Finalists will be selected on November 24, 2026 and final interviews will be held on December 17, 2026.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-385-7162.

