



POSITION PROFILE



ADMINISTRATIVE COORDINATOR/FINANCE DIRECTOR PEPIN COUNTY, WISCONSIN



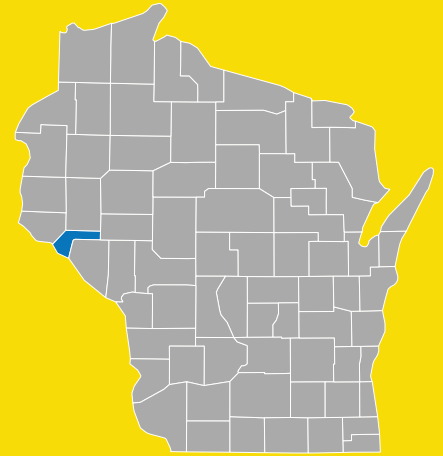
Public Administration Associates

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THE COMMUNITY

Quality of Life

Located in scenic western Wisconsin on the shores of the Mississippi River, Pepin County offers the best of both worlds: a small-town quality of life within thirty miles of Eau Claire, Wisconsin, and a ninety-minute drive to Minneapolis. Pepin County's many peaceful communities offer a variety of housing options, quality schools, growing businesses, and job opportunities. Pepin County boasts year-round recreational activities, including canoeing, kayaking, and fishing on its many rivers, lakes, and streams. Thousands of acres of parks and public land are available for hiking, biking, cross-country skiing, and hunting, with trails for snowmobiling and ATVs. The County's total land area of 231.98 square miles is organized into one city, two villages and eight towns. The County seat is Durand (*population 1,840*). Learn more about Pepin County by visiting its [website](#).



Originally inhabited by people of the Eastern Dakota tribe, French explorers began to appear in the area in the mid-1600's. The French influence continued into the 1800's with the opening of the Chippewa River for logging. Ten years after Wisconsin statehood, Pepin County was created by a special act of the Legislature in 1858.

THE TOP FIVE MOST POPULOUS JURISDICTIONS ARE:

City of Durand	1,840
Town of Waterville.....	845
Town of Pepin.....	752
Village of Pepin.....	741
Town of Albany.....	731

Local communities host a variety of festivals and events. Many museums, shops and restaurants offer year-round recreational opportunities.



The Pepin Trailblazers host a variety of equine events including trail riding and barrel riding competitions.



With its many lakes and waterways, Pepin County is an outdoor enthusiast's paradise. There are many different species of fish that can be caught year-round, including various trout, bass, catfish, walleye, and more.

EDUCATION

Pepin County is served by two different quality public school districts including the Durand-Arkansaw and Pepin Area School Districts. The County is also served by the Wisconsin Technical College System. Chippewa Valley Technical College is consistently ranked as a top community college in Wisconsin. Dedicated to providing accessible, high-quality instruction and technical experience to meet the needs of its students, community and area, ninety-five percent of Chippewa Valley Tech graduates are employed within six months of graduation.



Durand High School (pictured above) ranks in the top third of all Wisconsin high schools. Thirty-five percent of its students participate in advanced placement classes. Pepin Area High School boasts small class sizes and a 100 percent graduation rate.



Chippewa Valley Technical College (CTVC) serves an 11-county area and has campuses in Chippewa Falls, Eau Claire, Menomonie, Neillsville, and River Falls. Each campus provides a variety of programs and services through face-to-face, on-line, and several e-learning options. CVTC offers over 110 degree programs, 36 certificate programs and 16 apprenticeships. CVTC graduates earn an average starting salary of \$54,000 per year. The Business Education Center on the Eau Claire campus is pictured above.



A marina filled with sailboats is not a typical sight on the Mississippi River. The Pepin Marina pictured above is an exception. With a surface area of 40 square miles, Lake Pepin is a naturally occurring lake on the Mississippi River between the states of Minnesota and Wisconsin. The lake, which is up to two miles wide and 22 miles long.



Outdoor activities are not limited to the summer months. An extensive trail system offers opportunities for snowmobilers and skiers to enjoy the winter beauty of Pepin County.

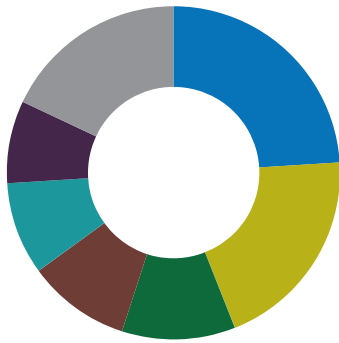


Pepin County is the birthplace of Laura Ingalls Wilder. The author of "Little House on the Prairie" and a host of other Children's books is celebrated in Pepin on the fourth weekend each June. The Laura Ingalls Wilder Museum in Pepin is pictured above.

THE ECONOMY

Pepin County enjoys a diverse economic base. While “Trade, Transportation and Utilities ” employ the most residents, other major sectors include “Health Care and Education and Health Services” and “Leisure and Hospitality.” Agri-tourism thrives in Pepin County. Just a few examples of popular destinations include the Villa Bellezza Winery in Pepin as well as the Maiden Rock Winery and Stockholm Pie and General Store, both located in the quaint village of Stockholm.

Pepin County promotes economic development through its own economic development and tourism department. It is assisted in its efforts by regional partners such as Momentum West and the 7 Rivers Alliance.



PEPIN COUNTY EMPLOYMENT

- Trade, Transportation and Utilities 23.6%**
- Education and Health Services 20.5%**
- Leisure and Hospitality 11.8%**
- Construction 9.0%**
- Manufacturing 8.8%**
- Public Administration 7.7%**
- All Other Sectors. 18.6%**



Pepin County has leveraged agri-tourism better than most counties. Wineries, farm stands, bakeries, and farm-to-table restaurants are an important part of the County’s economy.



Traditional agriculture is still an important part of the County’s economy. Pepin County’s annual Dairy Breakfast is pictured above.



Bauer Built Tire and Service is a major employer in the County. With 30 locations in nine states, its corporate headquarters (pictured above) is in Durand.



PEPIN COUNTY GOVERNMENT

Pepin County government provides a diverse range of services in areas including public safety, health and human services, land use and highway maintenance, among many others. A \$19.4M total annual (2024 expense) budget supports approximately 100 full-time, equivalent employees. Pepin County is governed by a twelve-member, nonpartisan Board of Supervisors, elected from districts every two years. The County Board Chair is elected by the Board. The Administrative Coordinator/ Finance Director is appointed by the Board and reports to the Administrative Committee. Other elected officials include the County Clerk, Treasurer, Sheriff, Clerk of Circuit Court, Register of Deeds, Coroner, Circuit Court Judge and District Attorney. The County Board is organized into six major standing committees to provide oversight of County operations. “Ad hoc” committees are formed from time-to-time to work on specific projects. Much of the work for the County Board is conducted by these committees.

Pepin County’s vision statement is “to be united in strong leadership, transparent operations, fiscal responsibility and promoting services that protect, empower, and enhance a healthy and inviting community that offers opportunities for all.”



The old Pepin County Courthouse (shown above) is the last remaining wooden courthouse in the state. Constructed in 1874 at a cost of \$7,000 the building served Pepin County until 1984. The building is now home to the Pepin County Heritage Center.





The Sheriff is considered the chief law enforcement officer of the County and is directly elected by the voters. The statutory responsibilities of the Sheriff are broad and include; appointing deputies, taking charge of the jail, attending the Circuit Court, serving and executing writs and legal process, enforcing the law, executing warrants, and transporting prisoners. In Pepin County, the Sheriff also oversees the County Emergency Communications Center, which dispatches police, fire and emergency responders throughout the entire county.

MAJOR SERVICE AND PROGRAMS

Pepin County provides a wide range of services from assisting veterans to overseeing elections. The following are some major services provided by the County, but by no means a complete list. For a complete overview of the names and functions of the County's departments, visit its [website](#).

Public Safety

The County provides law enforcement and emergency services through the Sheriff's Office as well as the Offices of the District Attorney and Coroner. Emergency Management Services are provided by the Land Conservation and Planning Department.

Land Conservation and Planning

The Land Conservation and Planning Department oversees land and water conservation programs. In addition, the department administers and enforces the County's land use ordinances as well as applicable provisions of Wisconsin law covering general zoning, shoreland zoning, floodplain zoning, private sewage, land division, and nonmetallic mining reclamation.

Supporting Departments

A number of departments ranging from Personnel to the Treasurer's Office support County operations.

Courts

Pepin County shares a circuit court judge with its neighboring county of Buffalo. In Wisconsin, judges are elected by County voters to six-year terms and paid by the State. Support of Court operations, however, is the responsibility of County, led by the elected Clerk of Circuit Court and the Clerk's staff.

Public Health

The mission of the County's Health Department is to "protect, promote and preserve the health of our community." Its many roles include the investigation and diagnosis of community health problems and hazards, education and emergency preparedness.

Human Services

The mission of the Human Services Department is to provide resources for basic human and family needs such as food, fuel, shelter and medical services. The Department achieves this through a wide variety of programs in areas including aging, mental health, developmental disabilities, alcohol and other drug abuse, economic support, child abuse and neglect.

Highways

The Highway Department is responsible for year-round maintenance of an extensive system of State and County highways.

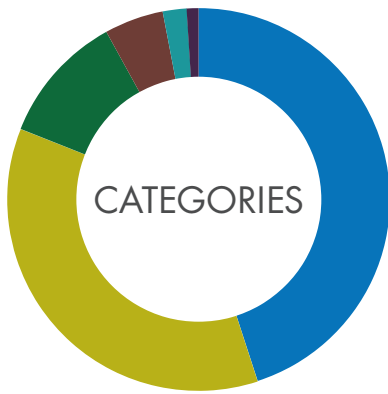


The Highway Department operates out of its facility located in the Town of Arkansaw (pictured above). Under the Administrative Coordinator system of organization, the Highway Committee is responsible for the construction and maintenance of all highways maintained by the county. Wisconsin has a unique system, whereby counties maintain state highways and are reimbursed by the State.

FINANCES

Pepin County enjoys a strong financial position with healthy reserves. Charges for services as well as property taxes are key revenue sources that support the annual budget. The County also collects a 1/2 cent sales tax on many purchases. Wisconsin counties administer many state programs; as a result, state grants and reimbursements comprise a major source of revenue. This funding is not spread equally among the departments. Health and human service programs receive the “lion’s share” of state funding, while other programs, such as the Sheriff’s Office rely more heavily on the property tax levy. A more detailed breakdown of the County’s expenses is set forth below.

FINANCES/EXPENDITURES GENERAL FUND 2024



Expense	Amount	Percent
Public Safety	\$3,074,705	45.8%
General Government	\$2,527,593	37.6%
Conservation and Development	\$718,571	10.7%
Culture, Recreation and Education	\$301,851	4.5%
Health & Human Services	\$61,355	1.0%
Contingency	\$30,000	0.4%
Total	\$6,714,075	100.0%

An important duty of the Administrative Coordinator/Finance Director is to assist the County Board, elected officials and department heads in preparing the annual budget. Being able to foster teamwork among the various stakeholders in order to prioritize programs and continue to deliver quality services to residents will be essential.



Pepin County budgets annually to support its many programs and services. Property taxes comprise the single largest source of revenue. Like all Wisconsin counties, Pepin County’s fiscal year begins on January 1. The budget process typically begins in the spring, with planning taking place at the departmental level. The Board and its committees review the budget in the fall. Adoption typically takes place in mid-November.

Holden Park and Campground, which is owned and operated by Pepin County is pictured on the left.

THE POSITION

POSITION SUMMARY

The Administrative Coordinator/Finance Director is responsible under Section 59.19 of the Wisconsin Statutes for coordinating all administrative and management functions of county government not otherwise vested in law in boards or commissions or in other elected officers. In addition to serving as Administrative Coordinator, the position serves as the County's Finance Director.

COMPENSATION

The salary for the position is \$106,808 to \$137,321 plus excellent benefits.

ESSENTIAL FUNCTIONS

SOME ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE:

- Serve as the County's Finance Director and perform the statutory duties of the County Auditor.
- Review and approve all grant applications, State/Federal grant awards/contracts and all lawful contracts on behalf of the County Board.
- Authorize use of corporation counsel by all departments who do not have their own corporation counsel budget (currently the Human Services Department).
- Provide general direction, along with standing committees, of the non-elected heads of all departments of the county.
- Direct the preparation of long-range plans for the management of county properties and for the construction and alteration of physical facilities.
- Coordinate and facilitate the operations of County departments, programs, services and fiscal matters, including making recommendations for County Boards and Committees and recommending new policies and procedures.
- Serve as ADA Coordinator for the County.
- Provide professional staff support.
- Provide County Board Supervisors' support and consultation to assist in making informed decisions regarding operation and key policy matters.
- Receive and review Federal and State reports received by all departments of the County.
- Coordinate and administer all County insurance coverages and prepare all bid information. Provide input to Committee on improvements to existing programs and act as the County's Risk Manager.
- Perform other functions assigned by the County Board.

These are representative duties of the position. The full position description is available to candidates upon request. Candidates are directed to section 59.19 of the Wisconsin Statutes for additional information.

Under Wisconsin law, the administration of county government is to be provided in one of three ways:

- Elected County Executive
- Appointed County Administrator
- Appointed Administrative Coordinator.

The difference between the Administrator and the Administrative Coordinator is that the former position has additional responsibilities and authority established by state law. The statutory charge of the Administrative Coordinator under section 59.19 of the Wisconsin statutes is to coordinate all administrative and management functions of county government not otherwise vested in law in boards, commissions or other elected offices. Specific duties of Administrative Coordinators are typically set forth in ordinances and job descriptions.

The previous Administrative Coordinator/Finance Director has served the County since 2013 and recently stepped down to accept a position in the private sector.



Sunset on Lake Pepin. Photo courtesy of Travel Wisconsin.

THE IDEAL CANDIDATE

The ideal candidate for the Pepin County Administrative Coordinator/Finance Director position will be an approachable leader of high integrity. The successful candidate must be a team builder; a collaborative problem-solver who possesses exceptional listening and communication skills. Flexibility to react to changing conditions and the ability to cultivate productive relationships with staff, citizens, county board supervisors and other units of government will be critical to success.

SKILLS & EXPERIENCE

The next Administrative Coordinator/Finance Director must be experienced in modern administrative practices and procedures, budgeting and fiscal management and personnel administration. Exceptional written and verbal communications skills are a must.

QUALIFICATIONS

Requires a Bachelor's degree in accounting, finance, public or business administration, economics or related field. Credentials as a Certified Public Accountant preferred. A minimum of three years of governmental management experience including budgeting and personnel management required. A combination of education and experience that provides equivalent knowledge, skills and abilities will be considered. Desire a strong background in strategic planning and budgeting and a proven track record of success in intergovernmental relations. The successful candidate should be approachable, possess open and positive communication skills and have a collaborative leadership style.



HOW TO APPLY

Email cover letter, résumé, three professional references and salary history as a single PDF to Jon Hochkammer, Public Administration Associates, LLC at jonhochkammer@gmail.com. Include Pepin County AC Search in the subject line. Questions regarding the position should be directed to Mr. Hochkammer at (608) 225-3024. The deadline for applications is September 20, 2024.

Confidentiality must be requested by applicant and cannot be provided for finalists.