



SAWYER COUNTY ADMINISTRATOR SAWYER COUNTY, WISCONSIN

POSITION PROFILE



Public Administration Associates

This recruitment is facilitated by Public Administration Associates, LLC

THE COUNTY

Located in northwest Wisconsin, the seat of Sawyer County government, Hayward (population 2,533) is approximately 130 miles northeast of the Minneapolis metropolitan area and 75 miles south of Duluth, Minnesota. Sawyer County boasts year-round recreational activities on its numerous lakes, streams. Nearly 860,000 acres of Chequamegon-Nicolet National Forest are available for hiking, skiing and hunting with trails for biking, snowmobiling and ATVs. Residents of the county enjoy a high quality of life in many small communities, a range of housing options, quality schools, growing businesses and job opportunities.

Sawyer County offers a wide variety of cultural events throughout the year, from small hometown festivals to world-class competitions. Headlining the many activities in the area are the Lumberjack World Championships, the Fat Tire Fest, and the most famous ski race in North America, the American Birkebeiner.

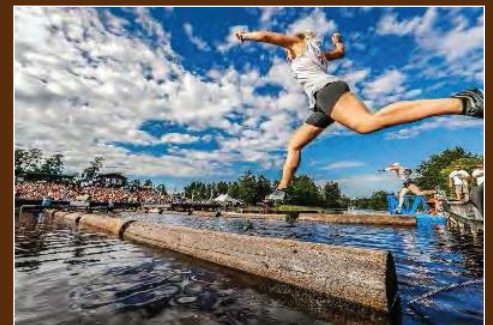


Sawyer County government provides a diverse range of services in areas including public safety, human services, health, and highway maintenance. The County owns an airport and operates an ambulance service. A \$44.7 million total annual (expense) budget supports approximately 205 full-time equivalent employees. Sawyer County is governed by a fifteen-member, nonpartisan Board of Supervisors elected every two years.

Sawyer County prides itself on being a great place to live, work, play, learn, and visit and providing high-quality services. Learn more about Sawyer County and its vision for the future by reading its 2021-2041 Comprehensive Plan.



Organized in 1885, Sawyer County is comprised of 1,350 square miles, including 93 square miles of water. It is the fifth largest county in Wisconsin by land area.



The American Birkebeiner and Lumberjack World Championships attract competitors from around the world.

Billed as the "Nation's Most Popular Off Road Bicycle Adventure," the Chequamegon Fat Tire Festival (below) hosts 2,500 cyclists each year.



The County Courthouse in Hayward.



THE POSITION

SUMMARY

The County Administrator is the County's chief administrative officer and carries out the duties and responsibilities set forth in Section 59.18 of the Wisconsin Statutes. The Administrator is appointed by and reports to the Board of Supervisors.

ESSENTIAL FUNCTIONS

Illustrative duties of the position include:

- Ensuring the observance and enforcement of all county ordinances and policies by all county officials and department heads.
- Analyzing and recommending a county organization structure, including program development, to facilitate efficient and effective delivery of services to the public.
- Preparing and maintaining a county long-range planning program.
- Informing the County Board regarding the financial and general condition of the county, including the status of individual departments, on at least a quarterly basis.
- Preparing reports, including conclusions and recommendations, for solution of administrative and operational problems.
- Making recommendations regarding county staffing needs that ensure efficiency and cost effectiveness of operations.
- Attending all meetings of the County Board and its committees; taking part in the discussions and providing requested information and/or recommendations.
- Monitoring developments in federal and state legislation and governmental affairs that may have an influence on the operation of Sawyer County government.
- Submitting to the County Board an annual budget, together with a complete report on the finances and activities of the county for the preceding year.
- Delineating and justifying requests for expenditures for new and/or expanded programs.



Immediate priorities for the new County Administrator include:

- Maintaining quality services in light of strict statutory levy limits.
- Recruiting and retaining quality employees
- Fostering productive relationships with other units of local government.
- Attracting new businesses while maintaining the quality of life that is the hallmark of Sawyer County.

COMPENSATION

The salary range for this position is \$120,000-\$140,000 plus an excellent fringe benefit package.

THE IDEAL CANDIDATE

The ideal candidate for the Sawyer County Administrator position will be an approachable leader of high integrity with a demonstrated passion for public service. The next County Administrator must be a collaborative problem-solver who possesses exceptional listening and communication skills. Flexibility to react to changing conditions and the ability to cultivate positive and productive relationships with citizens, county board supervisors, staff and business community will be critical to success.

SKILLS & EXPERIENCE

A strong background in financial management is imperative including skills in budget development/monitoring, capital improvement planning as well as strategic planning. A proven track record of success in maintaining positive and productive relationships with other units of government and partner community organizations is a priority. A sound knowledge in the area of human resources is important.

QUALIFICATIONS

Requires a Bachelor's Degree in public policy, business planning or related field with a Master's in Public Administration and/or Business Administration strongly preferred. Five years of experience showing progressive responsibility and experience in an organization of similar size and complexity and a thorough understanding of government operations. Strong leadership, communication, negotiation and relationship building skills are needed.



HOW TO APPLY

Email cover letter, resume, three professional references and salary history as a single PDF to Jon Hochkammer, Public Administration Associates, LLC at smcdade@public-administration.com. Include Sawyer County, WI Administrator Search in the subject line. Questions regarding the position should be directed to Mr. Hochkammer at (608) 225-3024. The deadline for applications is April 28, 2025.

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