

GUIDE. INNOVATE. TRANSFORM



COUNTY ADMINISTRATOR

EAU CLAIRE COUNTY, WISCONSIN

POSITION PROFILE



ABOUT US

Eau Claire County, nestled in west-central Wisconsin, is home to a vibrant community of 108,830 residents. The city of Eau Claire serves as the county seat and largest city in the area, surrounded by the charming communities of Altoona, Augusta, Fairchild, and Fall Creek, each offering its own unique character and sense of community. Together with Chippewa County and Dunn County, the broader Chippewa Valley region boasts a population exceeding 210,000 and enjoys excellent connectivity to major metropolitan areas—just under 100 miles from Minneapolis-Saint Paul and 175 miles northwest of Madison. Eau Claire County has experienced impressive population growth, with a 7% increase between 2010 and 2020, making it the fifth-fastest-growing County among Wisconsin's 72 counties during that period. This upward trend is expected to continue, with an additional 4% growth projected by the end of this decade.

Looking even further ahead, Eau Claire County's future is especially bright. Forecasts indicate a 12% population increase between 2020 and 2050, one of the highest growth rates in the state. By 2050, the county is projected to have 118,625 residents—a testament to a thriving and dynamic community.

Eau Claire County ranks among the top-growing counties in Wisconsin



OUR MISSION

To provide quality, innovative, and cost-effective services that safeguard and enhance the well-being of residents and resources.

OUR CORE VALUES

Proactive Ownership - we take initiative and act on the belief that our everyday efforts, no matter how small, will have far-reaching effects on the entire organization.

Infinite Possibilities – We encourage imagination, opportunities, and solutions in our delivery of services.

Customer First – We value, respect, and listen to both our internal and external customers. We take responsibility in our words and in our actions to create a positive experience.

Stronger Together – We expect and encourage participation and collaboration every day.

Ardent Learners – We are committed to continuous learning and growth opportunities.

Unwavering Respect – We value and appreciate each other.



DESIRED QUALIFICATIONS

- Exemplifies integrity, confidence, and credibility while fostering innovative and collaborative solutions to new challenges.
- Possesses financial expertise in areas including budgeting, borrowing, internal controls, and reporting, as well as grant writing and reporting, and revenue generation.
- Embraces growth opportunities and challenges in Eau Claire County and is committed to being a visible part of the community.
- Communicates openly and transparently with County Board members, officials, and staff.
- A keen listener and consensus builder, guiding issues and policy decisions to resolution.
- Fair, ethical, and consistent in all interactions. Advocates for the County and effectively represents it across all appropriate platforms.
- A critical thinker with a calm demeanor under pressure.
- Creatively solves problems by engaging professionally and transparently with stakeholders.
- Formulates and presents insightful recommendations, yet respects the County Board's choices.
- Fosters partnerships to meet County objectives.
- Builds a strong leadership team, valuing department heads' expertise while ensuring accountability.
- Adaptable and open to change, acknowledging technology's role in enhancing County efficiency.

THE POSITION

The County Administrator serves as the Chief Administrative Officer for Eau Claire County, working under the guidance and supervision of the twenty-nine County Board Supervisors, as provided for in Chapter 59.18 Wisconsin State Statutes and Eau Claire County Code. The Eau Claire County Administrator currently manages a budget of \$149 million in operating expenditures and \$7.3 million in capital projects for a total of \$156.4 million.

This position is also responsible for the management of fourteen Direct Reports with twenty departments including Administration, ADRC, the Airport, Child Support, Corporation Counsel, Criminal Justice Services, Facilities, Finance, Highway, Human Resources, Human Services, Information Systems, Parks & Forest, Planning & Development, and Veterans Services.

This position will also work in collaboration with our elected officials to support operations in the areas of the Sheriff's Office, Treasury, Register of Deeds and County Clerk's office to ensure the highest of level of service to our community.

REQUIREMENTS

A Master's degree is preferred. A Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Finance, or related field will also be accepted. Considerable experience in a responsible management or executive administrative position in a complex organization, preferably in government administration is recommended. The ideal candidate will demonstrate strong leadership, consensus-building, and interpersonal relations skills and have background in finance, human resources, and organizational planning.

COMPENSATION

The starting salary for this position is \$152,692 - \$191,526 dependent upon the candidate's education and experience.



A GLANCE AT THE BENEFITS

Eau Claire County takes pride in offering a comprehensive benefits package designed to support our employees' well-being and success, both at work and in life.

Currently, the County partners with Security Health Plan, providing two medical plan options to suit your needs. Additionally, we make a generous contribution to eligible employees' Health Savings Accounts (HSAs). These funds are readily available when needed. If the HSA funds are unused, they remain accessible for your future medical expenses, ensuring long-term security.

PAID BY THE COUNTY

Employee
Assistance
Program (EAP)

Wellbeing Program
(Vitality)

SHARED CONTRIBUTIONS

Medical (Security
Health Plan)

Health Savings
Account

Dental (Delta
Dental of WI)

Term Life (MN Life)

Wisconsin
Retirement System
(WRS)

PAID BY EMPLOYEE

Vision (Delta
Dental of WI)

Short/Long-Term
Disability (The
Standard)

Whole Life (UNUM)

Term Life

Many other
supplemental
benefits

LEADERSHIP OPPORTUNITIES

STRATEGIC DIRECTION

Collaborate with the County Board of Supervisors, elected officials and County staff to review, update, and implement the County's strategic goals

GOVERNANCE

Establish trust and work with the County Board of Supervisors to define roles and responsibilities clearly while assessing the effectiveness of the current committee structure

TEAM BUILDING

Build trust with department heads and all County employees to foster a unified management team grounded in shared values and a common direction

ECONOMIC DEVELOPMENT

Partner with the Eau Claire County Economic Development Corporation and others to create a comprehensive long-term plan for development

PARTNERSHIPS

Foster strong partnerships with cities, villages, and towns within the County, as well as with local and state officials

ORGANIZATIONAL REVIEW

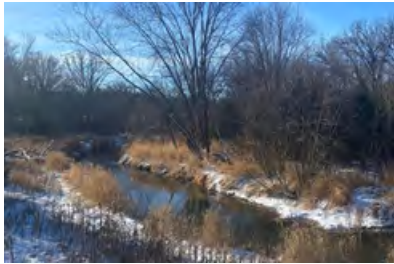
Deliver a comprehensive assessment of functions, staffing, and propose strategies to enhance services effectiveness

THE COMMUNITY

Eau Claire County is known for its thriving arts and music culture. Events like the Eau Claire Music & Arts Festival and venues like the Pablo Center at the Confluence showcase the County's creative spirit.



ARTS & CULTURE



Eau Claire County offers a fantastic array of parks and forests that cater to all outdoor enthusiasts. The county operates seven parks, providing opportunities for hiking, picnicking, fishing, pickleball and more.

PARKS & RECREATION

The presence of the University of Wisconsin–Eau Claire and Chippewa Valley Technical College adds to the county's vibrancy and provides educational and cultural activities. Four quality public school districts serve the county, including Eau Claire's Memorial High School, which is ranked among the top 25 high schools in Wisconsin. A variety of excellent private and parochial schools also serve area students.



EDUCATION



The county has a growing economy with support for entrepreneurs and businesses through organizations like the Eau Claire Area Economic Development Corporation.

ECONOMIC GROWTH

The City of Eau Claire is the "Kubb Capital of North America," hosting the annual U.S. National Kubb Championship. The Dells Mill and Museum is a historic site and one of the most photographed places in Wisconsin.



UNIQUE ATTRACTIONS



The airport is a vital hub for businesses in the area. It's well-equipped for private pilots and business aviation, adding accessibility for personal and professional travel.

REGIONAL AIRPORT

TO APPLY:



Equal Opportunity Employer

Eau Claire County is an Equal Opportunity Employer. All hiring, promotional practices, and other terms and conditions of employment shall be maintained and conducted in a manner that does not illegally discriminate based on age, race, creed, political or religious affiliation, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state, or use or nonuse of lawful products off the employer's premises during non-working hours.

Email cover letter, resume, five professional references and salary history as a single PDF to Jon Hochkammer, Public Administration Associates, LLC at smcdade@public-administration.com. Include Eau Claire County 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 June 27, 2025.

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



image source: courtesy of Visit Eau Claire. Exception: Image of County Courthouse