

## **IOWA COUNTY ADMINISTRATOR POSITION ADVERTISEMENT**

The Iowa County, Wisconsin Board of Supervisors seeks an experienced professional to act as the County's chief administrative officer. The County values its many natural resources, quality of life and quality services to residents.

Iowa County, founded in 1839 as a territorial County, is a mostly rural community with an estimated population of 23,500 (July 2007).

Dodgeville is geographically located among sandstone bluffs, steep hills and gently rolling farmlands. Iowa County is located in the "driftless area" of southwest Wisconsin. Its County seat, Dodgeville (population 4,200), is approximately 40 miles west of Madison; 40 miles northeast of Dubuque, Iowa; 120 miles west of Milwaukee; 180 miles northwest of Chicago; and 260 miles southeast of Minneapolis/St. Paul.

The County is regarded as fiscally responsible and stable, with a 2009 annual operating budget of approximately \$26.6 million. The County has a 5.5% sales-tax rate (state rate is 5%), and collected approximately \$1.43 million in sale-tax revenue in 2008. In 2007, County residents' median household income was \$49,107.

The Iowa County Administrator is the chief administrative officer responsible for all management functions of County government not otherwise vested by law in boards or commissions, or in other elected officers pursuant to Wis. Stat. 59.19. Under the supervision of the County Board, this person will provide leadership for administering, coordinating, and implementing the activities and programs of the County in support of policies, procedures, goals, and objectives established by the County Board. This position will also provide administrative support for the County Board, develop and propose an annual budget and oversee grants and major projects. As an at-will employee, the County Administrator serves at the pleasure of the County Board.

### **Qualifications**

Candidates should possess a Bachelor's degree in Public Administration, Business Administration or closely related field (master's degree preferred); substantial experience as a County Administrator may be considered in lieu of this degree requirement. Administrative and management experience in business, industry or government required. Experience in financial management of a large organization required; experience in County or municipal government preferred. Experience in public-sector management in a unionized work environment is preferred. Competitive salary dependent on qualifications, plus excellent fringe benefits.

The ideal candidate will possess the following:

- Competency and demonstrated experience in developing and monitoring large budgets.
- Demonstrated grant writing and fundraising experience in the public/non-profit sector.
- Demonstrated effective oral and written communication skills.
- Excellent interpersonal skills including but not limited to strong goal orientation, an ability to motivate, build teams and provide overall leadership.
- Ability to conceptualize, evaluate and analyze complex issues.
- Familiarity with applicable federal, state and local laws and regulations.
- Thorough knowledge of personnel management, public sector labor relations, contract negotiations

and Equal Opportunity principles.

- Ability to plan, organize, direct and coordinate the administrative, financial and operational functions of County government.
- Ability to make difficult decisions and communicate such in a respectful and timely manner.
- Ability to set direction and remain in regular communication with Department Heads to hold them accountable for job performance.
- Skilled at translating policy into practice.
- Thorough approach to examining alternatives, and presenting recommendations in a timely manner, including explanation of alternatives, pros and cons.
- Demonstrated skills to build strong trust with the Board and the public, while enhancing the credibility of County government.
- Promote teamwork, share information, and encourage open and efficient government.
- Skilled speaker with understanding of media and importance of positive public relations.
- Honest, respectful, ethical and demonstrates professional conduct at all times.
- Understand the need to listen before acting and ability to develop open rapport with staff.

The successful candidate will establish Iowa County residency within 6 months of appointment (subject to change by the County Board with good reason) and remain a resident of the County during tenure in position required.

A complete position description, including salary information, can be found at [www.iowaCounty.org](http://www.iowaCounty.org).

**How to apply:**

Send resume, cover letter, employment application and salary history postmarked to:

Eric Kuznacic  
Southwest Wisconsin Workforce Development Board  
1900 Center Avenue  
Janesville, WI 53546

The Iowa County employment application form is available at  
[www.iowacounty.org/documents/personnel/application.pdf](http://www.iowacounty.org/documents/personnel/application.pdf)

**Recruitment timeline (subject to change without notice):**

- |                 |   |
|-----------------|---|
| • December 2009 | Application screening/determine candidates to interview |
| • January 2010  | First and Second round of interviews                    |
| • February 2010 | Appointment by Iowa County Board                        |
| • March 2010    | Estimated starting date                                 |

**Note: The County Administrator position will remain open until an offer is made by Iowa County and said offer is accepted by the County's preferred candidate.**

## **Government Structure**

Iowa County is governed by a 21-member board of supervisors, elected by district at Countywide elections. Supervisors serve a two-year term; elections are held in April of even-numbered years. New board members assume office at the April meeting. At this meeting, supervisors take the oath of office and elect officers for the coming term. Primary duties of the board include adopting an annual balanced budget, establishing the annual property tax rate, enacting policies and ordinances, and planning for both the short and longer term.

The County Board of Supervisors meets at 7 p.m. on the third Tuesday of each month in the Iowa County Courthouse in Dodgeville; a complete meeting schedule can be found on the Iowa County Web site at [www.iowaCounty.org](http://www.iowaCounty.org). All meetings are open to the public.

The County Board of Supervisors created the position of County Administrator in 2006, with the first County Administrator beginning employment in 2007. The County Administrator serves at the will of the County Board within the provisions of the employment contract.

## **County Departments and Services**

A listing of Iowa County departments and services may be found on the County Web site. Iowa County provides a full-range of services including, but not limited to, economic development, planning and development, health and human services, UW-Extension, highway, justice, and a variety of general administrative activities.

## **Living in Iowa County**

Iowa County is the corporate headquarters for Lands' End Direct Merchants and Walnut Hollow. Taliesin – Frank Lloyd Wright's work of a lifetime, House on the Rock, and American Players Theatre are all located in Iowa County.

Governor Dodge State Park and Blackhawk Lake Recreation Area and Campground attract visitors year-round. Historic downtown Dodgeville, featuring the oldest, continuously used County courthouse in Wisconsin, recently celebrated its 150th anniversary. Picturesque Mineral Point, the first city in Wisconsin to be listed on the National Register of Historic Places, is filled with history of early Wisconsin, and is home to many artists and antique and specialty shops.

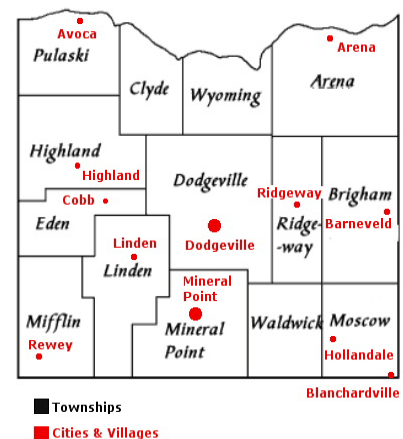
The cities/villages located within Iowa County include Dodgeville, Mineral Point, Arena, Avoca, Barneveld, Blanchardville, Cobb, Highland, Hollandale, Linden, Livingston, Montfort, Muscodia, Rewey and Ridgeway.

Major highways serving Iowa County include Highway 151, a four-lane divided highway that connects to Madison and the Interstate system or Dubuque, Iowa. Other U.S. and state highways include 14, 18, 23, 39 and 80.

## **Iowa County Quick Facts:**

<b>Geography Quick Facts</b>	
Land Area	762.67 sq miles
Water Area	5.41 sq miles
Elevation	1,222 ft at Dodgeville & 1,719 ft at Blue Mound
Number of Lakes	Five

*Iowa County is an Equal Opportunity Employer.*



Area in Lakes	685 acres (1.07 sq miles)
Rivers	Blue, Pecatonica, Wisconsin, & Yellowstone
Major Watershed	Rock River (East), Wisconsin River (North), & Mississippi River (West)
Persons per square mile, 2000 (Wisconsin Average 98.8)	29.9
Metropolitan or Micropolitan Statistical Area	Madison, WI Metro Area

People Quick Facts	Iowa County	Wisconsin
White persons, percent, 2008	98.2%	89.7%
African American persons, percent, 2008	0.4%	6.1%
American Indian and Alaska Native persons, percent, 2008	0.1%	1.0%
Asian, Native American and Pacific Islander persons, percent, 2008	0.5%	2.0%
Persons reporting two or more races, percent, 2008	0.8%	1.2%
Persons of Hispanic or Latino origin, percent, 2008	0.9%	5.1%
White persons not Hispanic, percent, 2008	97.3%	85.1%
Living in same house in 1995 and 2000, pct 5 yrs old & over	63.3%	56.5%
Foreign born persons, percent, 2000	0.6%	3.6%
Language other than English spoken at home, pct age 5+, 2000	3.1%	7.3%
High school graduates, percent of persons age 25+, 2000	88.5%	85.1%
Bachelor's degree or higher, pct of persons age 25+, 2000	18.5%	22.4%
Persons with a disability, age 5+, 2000	2,963	790,917
Mean travel time to work (minutes), workers age 16+, 2000	24.7	20.8
Housing units, 2007	10,648	2,560,099
Homeownership rate, 2000	75.9%	68.4%
Housing units in multi-unit structures, percent, 2000	12.2%	26.2%
Median value of owner-occupied housing units, 2000	\$91,800	\$112,200
Households, 2000	8,764	2,084,544
Persons per household, 2000	2.56	2.50
Median household income, 2007	\$49,107	\$50,567
Per capita money income, 1999	\$19,497	\$21,271
Persons below poverty, percent, 2007	8.5%	10.8%

Business Quick Facts	Iowa County	Wisconsin
Private nonfarm establishments with paid employees, 2006	604	145,836
Private nonfarm employment, 2006	8,766	2,482,281
Private nonfarm employment, percent change 2000-2006	-15.6%	2.8%
Non-employer establishments, 2006	1,817	323,649
Total number of firms, 2002	2,183	393,241
Women-owned firms, percent, 2002	19.3%	26.5%