



## **LEELANAU COUNTY ADMINISTRATOR\CHIEF FINANCIAL OFFICER POSITION AVAILABLE**

Leelanau County, Michigan, is looking for its next experienced and outstanding county government administrator\chief financial officer.

In Northwest Lower Michigan, Leelanau County is one of the most scenic and livable places in the Midwest. Despite being one of Michigan's top tourist destinations, it has retained its rural and small-town charm. County assets include numerous small villages, extensive Lake Michigan shoreline (including Sleeping Bear Dunes National Lakeshore), orchards, farmland, bike trails, nature preserves, parks, walking trails, and open spaces. There is a tremendous recreational opportunity for all ages across all four seasons.

The County is approximately 2,500 square miles with less than 500 square miles of land. Leelanau County has one of the highest proportions of water area in the United States due to its Lake Michigan shoreline and large inland lakes. It is bordered on three sides by Lake Michigan with 100 miles of shoreline, 33 inland lakes, and five islands: North Manitou, South Manitou, North Fox, South Fox, and Gull Island.

Leelanau County, by any standard, is a great place to live. The County boasts of being an agricultural hub for the region- highlighted by numerous farms and orchards throughout. The strong agricultural background also provided the beginnings of one of the nation's largest concentrations of wineries, breweries, and cideries.

Within Leelanau County, there are also numerous small communities, including Cedar, Empire, Glen Arbor, Leland, Maple City, Lake Leelanau, Northport, and Suttons Bay- each with its own desirable character and presence that draws residents and tourists alike.

Additionally, the County is conveniently located just a few miles north of the region's largest metropolitan area. Traverse City includes a nationally recognized hospital (Munson Healthcare), a world-class performing arts center (Interlochen Center for the Arts), the third busiest airport in Michigan (Cherry Capital), and best-in-class culinary and maritime post-secondary experience (Northwestern Michigan College).

Leelanau County is a community of choice and a jewel of the Midwest. For example, the Sleeping Bear Dunes National Lakeshore, located on the west side of the County, was voted "The Most Beautiful Place in America" by Good Morning America.



The next County Administrator will undoubtedly have immense pride in where they live and work.

## POPULATION & DEMOGRAPHICS

The current year-round population estimate for Leelanau County is 22,623, but the county also holds a significant summer population and robust tourism activity.

Educational Achievement (Over Age 25)	
High School or Higher	96%
Bachelor's Degree or Higher	47%

Other Statistics	
Median Age – Leelanau County/U.S.	54/38
Zillow Home Value Index - Leelanau County/U.S.	\$553,595 \$342,941
Median Household Income - Leelanau County/U.S.	\$88k/ \$68k per year
Poverty Rate - Leelanau County/U.S.	7%/11%

Source: U.S. Census Bureau



## LEELANAU COUNTY GOVERNMENT

The Leelanau County Board of Commissioners is the legislative body and discharges its duties as federal and state law requires. It is the function of the Board to set policy for the County, adopt and monitor an annual budget, equalize property tax assessments, set fees, contract for a yearly audit of all County funds, and implement the recommendations of its auditing firm to ensure the legal and efficient use of tax dollars.

The Board is responsible for setting staffing levels and developing policies and strategic goals. The Board also adopts ordinances and enters into contracts and agreements on behalf of Leelanau County. Leelanau County is divided into seven (7) commissioner districts. Commissioners are elected by district every four years, commencing in 2024.

Leelanau County operates on a \$16.5 million general fund budget, and special funds budgets equate to \$14.3 million. It has 129 employees with six unions. In addition to the general government services, the county provides services for Building Safety, Senior Services, the Leland Dam, and seasonal services for marine patrol and the county parks. Additionally, the Michigan State University Extension, the Health Department Environmental Division, and Conservation District offices are on-site.

Leelanau County is in excellent financial standing and represents many years of good governance and administration. Employees are talented, often long-tenured, and very committed to the community.

## THE IDEAL CANDIDATE

The Leelanau County Board of Commissioners is seeking an experienced manager and leader to work with as a team member, supporter and a trusted advisor. The next County Administrator\Chief Financial Officer will work closely with the Board to implement its priorities and policies. The individual will have a solid working knowledge of Michigan County Government and state-mandated accounting practices. The Board understands that it should set policy while the Administrator\CFO should run the day-to-day operations. The ideal candidate must have demonstrated experience working successfully with a Board to establish a vision, identify goals, and collaboratively chart a course for the future.

The next Administrator\CFO will be an excellent communicator of high integrity who believes in transparency. The individual will be one of the County's primary representatives. As such, the Administrator\CFO will be someone who understands listening to be an essential part of communication. The individual will be able to relate complex concepts in terms that are easily understood by the Board, residents, members of the business community, staff, and the media. The Administrator will be part of and visible in the community.



The Administrator\CFO will place a high degree of importance on delivering high-quality services. The candidate will also believe strongly in outstanding customer service and leading by example.

The next Administrator\CFO will be supportive of staff but also requires accountability. The ideal candidate will create a team environment where departments work together to achieve outlined goals. While the Administrator\CFO is responsible for implementing policy on behalf of the Board, he/she will ensure that residents and employees feel heard and valued in the decision-making process.



Leelanau County prides itself on being financially conservative, so the individual will be expected to examine current operations critically with an eye to cost-effectiveness. As a result, the individual will have strong analytical skills, a solid financial background, and an understanding of how to apply and leverage sound budget management techniques. The Administrator will also need to understand the workload the staff is under and set reasonable expectations and priorities with the Board so that projects are structured and scheduled in a manageable way for the team to accomplish.

The County is looking for someone who will solve problems, build consensus, and strongly believe in having an open-door policy.

The Board is ideally looking for someone with direct experience in county government and an exemplary understanding of county government budgeting and finances; experience in Roberts Rules of Order, overseeing collective bargaining, county parks, master plans, and capital improvement plans is also sought.

The Board also desires to continue to work collaboratively with other local, tribal, regional, and state government agencies. Experience working

with the State of Michigan Legislature will also be a plus. The ideal candidate will also understand that proven leadership arises from alliances and partnerships.

This position requires a bachelor's degree but prefers a master's degree (or equivalent) from an accredited four-year college or university with major coursework in public administration, finance business administration, or related fields. Desired qualifications include at least three years of direct county government or five years of equivalent Board experience in a similarly sized organization.



#### COMPENSATION & BENEFITS

The salary range for this position is \$ 110,000 to \$140,000 and will depend on qualifications and experience. The benefits are excellent. Benefits include comprehensive medical, dental, vision, life insurance, vehicle allowance, professional development, public employee retirement system contributions, holiday, vacation, and sick leave.

Subject to negotiation and final approval, the Board seeks a multi-year contract that includes annual performance reviews.

#### HOW TO APPLY

E-mail your cover letter and resume in PDF format to [cjanikmli@geneseeisd.org](mailto:cjanikmli@geneseeisd.org) with the subject line: **Leelanau County Application** by April 30, 2024.

Mailed resumes can be sent to:

**Administrator Search**  
c/o Chet Janik  
Leelanau County Human Resource Office

8527 E. Government Drive  
Suttons Bay, MI 49682

Questions should also be directed to Consultant Chet Janik at [cjanikmli@geneseeisd.org](mailto:cjanikmli@geneseeisd.org) or 231-633-7680

#### CONFIDENTIALITY

Candidate names will not be released during the application and resume screening process without the candidate's permission. However, if a candidate is selected for the interview process, their name will be released to the public.

#### PROCESS

Applications will be screened between May 6 and May 10, 2024. The first round of formal interviews (choice of remote or in-person) will occur the week of May 13, 2024. The final round of interviews (in-person) will be held the week of May 20, 2024. The identification of the preferred candidate will be made shortly after that.

Transportation and lodging reimbursement will be made available to selected final-round interviewees.

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Leelanau County is an Equal Opportunity Employer.