



## COUNTY ADMINISTRATOR POSITION AVAILABLE

[JOB DESCRIPTION \(leelanau.gov\)](http://leelanau.gov)

**LEELANAU COUNTY, MICHIGAN** is looking for its next experienced and outstanding county government administrator.

Located in Northwest Lower Michigan, Leelanau County is one of the most scenic and livable places in the entire Midwest. Despite its recent growth and 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 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 3 sides by Lake Michigan with 100 miles of shoreline, 33 inland lakes, and 5 islands: North Manitou, South Manitou, North Fox, South Fox, and Gull Island.

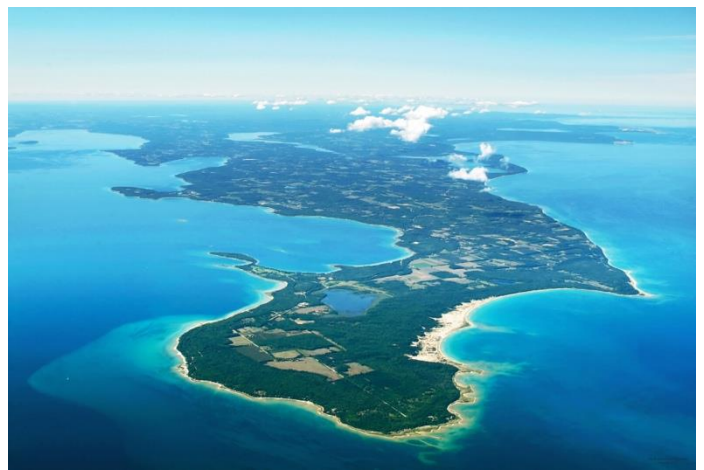
Leelanau County by any standard is a great place to live with high educational attainment, above-average median income, below-average poverty rate, and above-average median home prices. The County also

boasts 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 largest concentrations of wineries, breweries, and cideries in the nation, too.

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). The Traverse City urbanized area includes Elmwood Township- Leelanau County's fastest-growing region.

Put simply, 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 he/she lives and works.

## POPULATION & DEMOGRAPHICS

The 2021 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 (2016-2020)	96%
Bachelor's Degree or Higher (2016-2020)	47%

Other Statistics	
Median Age – Leelanau County/U.S.	54/38
Zillow Home Value Index - Leelanau County/U.S.	\$449k /\$344k
Median Household Income - Leelanau County/U.S.	\$73k/ \$65k per year
Poverty Rate - Leelanau County/U.S.	7%/11%

Source: U.S. Census Bureau



## CLIMATE

No matter the time of year, Leelanau County is a community of postcards and, in today's world, Instagram. While June, July, and August are widely seen by residents and visitors alike as the most pleasant time of year, the spring flowers and fall colors are exceptional. Moreover, the winter months bring joy to those seeking the peace and serenity of snowfall, while also providing ample opportunity for activities, too.

## 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 appoints other boards and commissions, adopts ordinances, buys land for county use and sells the county-owned property, 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 two years.

Leelanau County operates on a \$14.8 million general fund budget and has 124 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 and Conservation District offices are on-site.

The County is dealing with issues including protecting and sustaining water resources, substance abuse prevention, expanding broadband, addressing housing needs, and allocating ARPA funds. The Board of Commissioner deliberations are often focused on balancing the recent population growth of the County while keeping true to the rural character feel that its residents appreciate so much. When the next County Administrator begins, there will be at least three new county commissioners.

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 supporter and a trusted advisor. As with the current retiring Administrator, the next County Administrator will work closely with the Board to implement its priorities and policies. The individual will have a working knowledge of Michigan County Government. The Board understands that it should set policy while the Administrator 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 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 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 next Administrator will be supportive of staff but also requires accountability. The ideal candidate will create a team environment where departments work together to achieve the goals. While the Administrator 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 critically examine current operations with an eye to cost-effectiveness. As a result, the individual will have strong analytical skills and understand how to apply and leverage sound management techniques and technologies. The Administrator will also need to understand the workload that 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 Board would like someone personable, intelligent, upbeat, friendly, fair, honest, outgoing, patient, organized, and positive with a "can-do" and engaging attitude. The ideal candidate will have a quick mind, not be easily discouraged, and be positive and resilient. The County is looking for someone who will solve problems, build consensus without being controversial, and strongly believe in having an open-door policy.



Leelanau County is a community that seeks excellence in all it does. The Administrator 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 Board is ideally looking for someone with direct experience in county government and an operational understanding of county government budgeting, finances, attorneys, and human resources. Individuals with relevant experience working with other Board run organizations will also receive consideration. 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. A sense of humor and having fun is a good thing, too!

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



#### COMPENSATION & BENEFITS

The salary range for this position is \$95,000 to \$116,000 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.

#### MOST RECENT COUNTY ADMINISTRATOR

The current Administrator was hired in 2012 and is expected to retire at the end of 2022. However, he is committed to providing direct assistance to the next Administrator to ensure a smooth transition. The Board of Commissioners seeks the same, so the next Administrator also enjoys a long tenure with the County.

#### RESIDENCY

The next County Administrator will be required to reside within 20 miles of Leelanau County.



#### HOW TO APPLY

E-mail your cover letter and resume, in PDF format, to Leelanau County Human Resources, [adminsearch@leelanau.gov](mailto:adminsearch@leelanau.gov) by July 15, 2022. Faxed and mailed resumes will not be considered. Questions should also be directed to [adminsearch@leelanau.gov](mailto:adminsearch@leelanau.gov)

## INTERNAL CANDIDATES

The Board does not anticipate an internal candidate. However, if an internal candidate comes forward, the Board is committed to an equal opportunity selection process that seeks to identify the best possible candidate.

## 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 July 20, 2022, and August 1, 2022. The first round of formal interviews (choice of remote or in-person) will occur the week of August 29, 2022. The final round of interviews (in-person) will be held on September 12 & 13, 2022. 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.

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