

**County Administrator Position Announcement**

Marquette County Wisconsin is accepting applications for the newly-created County Administrator position. This opportunity is perfect for a forward-thinking, fiscally-responsible, and creative individual interested in developing the County Administrator function in a government setting.

Marquette County, located in South Central Wisconsin, is made up of 1 city, 4 villages, and 14 towns, with a population of 15,304. The County offices are in Montello, WI, located between Madison and Stevens Point. A safe and scenic environment makes it perfect for families, and with year-round natural beauty, there are endless opportunities for outdoor recreation. From riding on the county bike routes, to fishing in area lakes, or visiting a local brewery or winery, Marquette County has something to offer everyone.

As the chief administrative officer for the county, the purpose of the County Administrator position is to direct, administer, and coordinate the activities of the county in support of the policies, goals and objectives established by the County Board. Major duties include:

* Supervising, coordinating, and directing all administrative and management functions of the County’s departments and agencies under direct jurisdiction or fiscal control of the County Board.
* Overseeing the day to day operations of all County government functions and supervising County Department Heads.
* Preparing and Submitting the Annual Budget and Capital Improvement Program
* Strategic Planning and Organizational Improvement
* Community and Intergovernmental Relations

The County Board’s ideal candidate will have:

* Bachelor’s Degree in relevant field, Masters preferred
* Five years of management level experience in business, industry or government
* ICMA Credentialed Manager (preferred, not required)
* Strong interpersonal and public speaking skills, and knowledge of public sector finance, budgeting, human resources, and public administration

Starting salary range is $100,000 to $110,000, commensurate with qualifications and experience. Full salary range for position is $100,000 to $133,000. Marquette County also offers a competitive benefits package.

The Marquette County Board has engaged Carlson Dettmann Consulting, a Cottingham & Butler Company, to facilitate the hiring process. Applicants selected for an initial interview will be notified in mid-March, and the interviews are tentatively scheduled for April 7th and 8th. Applicants selected as finalists will have a second interview the week of April 26th.

**To apply, please send a cover letter and resume via e-mail to** [**recruitment@carlsondettmann.com**](file:///C:\Users\ksolis\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OZ8Y1UHM\recruitment@carlsondettmann.com) **by 12:00 PM, Wednesday, March 10th.** Applicant materials submitted after the deadline may be considered, as position will remain open until filled.

***Marquette County is an Equal Opportunity Employer.***