COUNTY ADMINISTRATOR

Marathon County is looking for a person to lead our organization towards our goal of becoming the safest, healthiest and most prosperous county in Wisconsin.

Located in the heart of Wisconsin, Marathon County is an excellent home for a talented public administrator to live, work, and play in a community that takes pride in its natural beauty, safe neighborhoods, affordable housing, and overall quality of life.

Marathon County is full of beautiful views and places to explore, offering its residents and visitors four seasons of recreational opportunities. The landscape transitions from the farmlands and woodlots to the south to the forests and lake country to the north.

Ideal Candidate:

The ideal candidate has significant experience in high-level decision making, fostering relationships with key members of the community & agencies, building strong management teams, is a prudent manager and inspiring leader. Our Administrator will have the mindset to see the “big picture” in a variety of settings and will be able to tackle issues to advance community dialogue and stimulate action to improve the community’s well-being. And finally, the Administrator will contribute to a positive work culture, take pride in our community, welcome diversity, and exercise a high level of integrity while executing the County’s Mission/Strategic Plan.

A Master’s Degree from an approved college/university in Public Administration or related field and five (5) years of county or municipal administrative experience at an executive level, or any combination of job related education and experience that provides equivalent knowledge, skills, and abilities.
The Community:

Centrally located, Wausau, is a two hour drive to Madison, WI, three hours to Milwaukee, WI and Minneapolis, MN, four hours to Chicago, IL, and only 90 minutes to Lambeau Field, home of the legendary Green Bay Packers. The County has a population of 136,000 including the Wausau metropolitan area of 70,000 at the confluence of the Wisconsin, Eau Claire and Rib Rivers. Our water, woodland and terrain resources combined with a full complement of the four seasons have allowed us to develop many of the best outdoor recreation opportunities in the Midwest. We are known for our downhill (Granite Peak) and cross country skiing, bike trails, kayak, boating, soccer, softball, baseball, snowmobiling, curling, ATV, camping, fishing, hunting, snow-tubing, concert and special event facilities. These facilities host multiple state and regional sports competitions annually and intermittent national and international events. We are the home of the Northwood’s League Wisconsin Woodchucks, a college summer league baseball team, and the River Wolves, a junior league hockey team.

Our historic Arts Block and the Grand Theater is a regional center for performing and visual arts. The Woodson Art Museum is home of the internationally renowned Birds in Art exhibit as well as diverse exhibitions from around the world. There is an active music scene including free outdoor concerts, the Bull Falls Blues Fest, along with numerous pubs with live music. Microbrewery events, festivals, fairs, and a broad array of special events occur year round throughout the County.

Marathon County also offers diversity in residential options and employment. Our metropolitan area consists of several communities centrally located at the intersections of I-39/US 51 and State Highway 29. Our regional airport, Central Wisconsin Airport (CWA), is easily accessible to the business or vacation traveler. Our economy is comprised of a strong health care industry, professional services, manufacturing, agri-business “say cheese” and ginseng, and a strong commitment to entrepreneurship. Whether you are looking for a metropolitan setting, small town living or a rural lifestyle, Marathon County has affordable options within minutes of each other.

To learn more about our community, you are invited to visit the following web sites:


The County:

Marathon County is the largest county in Wisconsin at 1584 square miles. It was officially established in 1850 and Wausau was selected as the county seat. From a Chippewa name meaning “Far Away” - Wausau has grown to a vibrant city of approximately 40,000 people. Marathon County is governed by a 38 member county board of supervisors who are elected to two year terms. The Marathon County Board has a reputation for a policy focus and civil and respectful dialogue. We have a strong organizational culture that we have been measuring and continuously improving for over ten years.

Position Summary:

Working under the direction of the Marathon County Board of Supervisors, the County Administrator serves as the Chief Administrative Officer for the County and leads all administrative and operational functions of county government. The County Administrator is supported by a Deputy Administrator, Organizational Excellence Program Manager, Executive Administrative Coordinator, 22 Department Heads, and approximately 750 FTE employees. Of primary importance is operationalizing the Marathon County Strategic Plan. The county annual budget is approximately $171,000,000 and the administrator provides indirect oversight of an additional $67,000,000 provided to North Central Health Care, a three county organization providing mental health and skilled nursing care under WI Stats. 51.42. The County Administrator works closely with the County Board Chair and is evaluated by the Executive Committee on an annual basis.
**Main Responsibilities:**

- Prepare annual budget (approx. $171 Million) and present to the Human Resources, Finance, and Property Committee and the County Board
- Provide staff support to the County Board and its Standing Committees
- Coordinate major capital projects
- Analyze and recommend a county organizational structure, including program development to facilitate effective delivery of services and recommend revisions as needed
- Appoints members of boards, commissions, etc.; appoints and supervises most non-elected department heads; sets goals and evaluates performance of department heads; recommends, approves, or administers disciplinary action as appropriate
- Conducts regular department head meetings
- Represents Marathon County government in media reports, legislative meetings, and at public speaking events
- Reviews and responds to complaints regarding County personnel and operations and ensures appropriate response

**Compensation & Benefits:**

**Annual Salary Range:** $94,437—$155,530 (DOQ)

**Benefits:** Health and Dental Insurance, HRA, Post-Employment Health Plan, Income Continuation Insurance, Wellness Program, Paid Time Off, Paid Holidays, Wisconsin Retirement Plan, Employee Assistance Program, Optional Flex Spending, Life & AD&D Insurance, Long Term Care, and Deferred Compensation.

**Knowledge, Skills & Abilities:**

- Knowledge of the theories, principles, and practices of public administration
- Ability to communicate to build relationships and openness to new approaches to solving problems
- Skill in the application of new technologies to improve public services
- Knowledge of State laws and administrative rules governing County government
- Ability to work independently, manage time effectively, and lead the work of the county to achieve goals and objectives
- Skill in project management including understanding and meeting customer needs, building realistic plans and managing execution
- Ability to make sound decisions, hold people accountable, act strategically, think creatively and use financial data
- Skill in supervising and directing the work of others to attain high quality work in an effective manner
KSA—Continued:

- Ability to use initiative and judgement in completing tasks and responsibilities. Communicates effectively in oral and written forms.
- Skill in modifying and establishing new policies and procedures as necessary and utilizing problem identification and resolution techniques.
- Ability to remain calm and use good judgment during confrontational or high-pressure situations.
- Skill in adjusting priority changes, performing research, compiling and analyzing data, and making recommendations.
- Ability to meet and deal professionally, courteously, and effectively with county supervisors, employees, federal, state, and city representatives, legal counsel, contractors, vendors, advisory boards, community groups, and the public.
- Skill in leading the county in systems changes.
- Understands the highly visible role of the position and the actual/perceived impressions upon the public resulting from personal conduct and interactions with others.

Marathon County is an Equal Opportunity Employer

Qualified candidates are strongly encouraged to apply by Monday, January 13, 2020.

Applications will only be accepted electronically. You only need to provide basic contact information, a resume and cover letter.

To Apply
Click Here

Direct questions to Frank Matel, Employee Resources Director
715-261-1454 or frank.matel@co.marathon.wi.us

Anticipated Start Date: April/May 2020