



Sawyer County

Agenda

**Ad Hoc Recruitment Committee Meeting
Thursday, February 3, 2022 @ 10:00 AM
Assembly Room/Virtual Meeting**

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1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 925 4613 0740. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

4. MEETING AGENDA

5. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee on items not on the agenda. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

6. APPROVAL OF MINUTES FROM PREVIOUS MEETING

- a. [1.20.22 Administration Minutes DRAFT](#)

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7. ADMINISTRATOR JOB DESCRIPTION REVIEW (DISCUSSION AND POSSIBLE ACTION)

- a. [County Administrator 01.20.22 Job Description](#)

8. CLOSED SESSION

- a. Pursuant to Wisconsin Statutes 19.85(1)(c) enter closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

9. OPEN SESSION

10. FUTURE AGENDA ITEMS

11. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS, OTHER MATTERS FOR DISCUSSION ONLY

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the January 20th meeting of the Sawyer County
Ad Hoc Recruitment Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County**



Voting Committee Members (X) Present:

- Chair: **Ron Kinsley**
- Vice Chair: Dale Schleeter
- Tweed Shuman
- Ron Buckholtz
- Tom Duffy @ 5:03 pm

Others Present:

Tom Hoff
Lynn Fitch
David Bretl-Virtual

Mike Coleson
Linda Zillmer - Virtual

Call to Order – Chair Kinsley called the meeting to order at 5:00 pm.

Certification of Compliance with the open meeting law was met. Roll Call taken; quorum was met.

Meeting Agenda –

Public Comments –

Minutes – A motion was made to approve the minutes of January 13, 2022, by Mr. Buckholtz; second by Mr. Schleeter. Motion carried without negative vote.

Closed Session – At 5:02 pm, a motion was made by Mr. Buckholtz; second by Mr. Shuman to enter closed session pursuant to Wisconsin Statutes 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. A roll call vote was taken and passed 5 – 0; “aye” votes from Kinsley, Schleeter, Shuman, Buckholtz and Duffy.

Open Session – At 6:04 pm a motion was made by Mr. Buckholtz to return to open session; second by Mr. Shuman. Motion carried without negative vote.

During open session, a motion was made by Mr. Duffy; second by Mr. Buckholtz to recommend the hiring of Public Administration Associates, LLC for the recruitment process and move forward to County Board for final approval. Motion carried without negative vote.

Meeting Date/Time – The next meeting of the Ad Hoc Recruitment Committee will be Wednesday, February 3, at 10:00 am in the Assembly Room.

Meeting adjourned at 6:08 pm
Minutes recorded by Lynn Fitch, County Clerk

Sawyer County Position Description

Title: County Administrator

Department: Administration

POSITION SUMMARY

This position is responsible for coordinating administrative and management functions of the County government as provided by Sections 59.18 and 59.42 of the Wisconsin Statutes by providing leadership and direction while working closely and collaborating with the County Board, elected officials and department heads to drive the County's objectives.

SUPERVISION

This position supervises all department heads, but each department head supervises employees of their respective department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Acting as the chief administrative officer of the county, ensuring the proper administration of all affairs of the county.

Performing those duties for the position as set forth in the Wisconsin Statutes and Sawyer County Code of Ordinances.

Ensuring the observance and enforcement of all county ordinances and policies by all county officials and department heads.

Analyzing and recommending a county organization structure, including program development, to facilitate efficient and effective delivery of services to the public, and recommending revisions as needed.

Preparing and maintaining a county long-range planning program.

Submitting to the County Board an annual budget, together with a complete report on the finances and activities of the county for the preceding year. Delineating and justifying requests for expenditures for new and/or expanded programs.

Informing the County Board regarding the financial and general condition of the county, including the status of individual departments, on at least a quarterly basis, or more frequently if required. Making recommendations for changes and future needs.

Preparing reports, including conclusions and recommendations, for solution of administrative and operational problems.

Making recommendations regarding county staffing needs that ensure efficiency and cost effectiveness of operations.

Attending all meetings of the County Board and its' committees; taking part in the discussion of all matters coming before the County Board or committees; and providing requested information and/or recommendations. Monitoring developments in federal and state legislation and governmental affairs that may have an

influence on the operation of Sawyer County government. Recommending public policy positions to the County Board that improve county administration and further the county's interests.

Ensuring that contracts on behalf of the county are lawfully executed, except as may be otherwise provided by ordinance, resolution or state statutes.

Recommending ordinances, resolutions and policies to the County Board, through the appropriate committee, as may be considered necessary, to promote and improve county operations or services.

Recommending the determination of countywide priorities for programs and activities in coordination with appropriate liaison committees and their department heads.

Representing the county at public functions and intergovernmental meetings.

Appointing the members of all boards and commissions where the statutes provide that such appointment shall be made by the county board or by the chairperson of the board. All appointments to boards and commissions by the administrator shall be subject to confirmation of the county board.

Reviewing new grant applications and any other applications that are necessary for the receipt of funds for county programs.

Reviewing agendas and minutes of county board committees in order to keep informed regarding their activities and to ensure that other parties, as appropriate, are kept informed and involved in the decision process.

Interviewing and appointing a final candidate for a department head position, subject to the final approval of the appointing authority; but this paragraph shall not apply where the statutes provide otherwise.

Assigning and directing work to a department head, except as otherwise required by law.

Conducting regular department head staff meetings.

Addressing complaints concerning the job performance of department heads, ascertain facts through a fair and impartial investigation, and, when appropriate, discipline or remove non-elected department heads.

Addressing inquiries or complaints concerning incidents in any County department by conferring with the department head, defining a course of action, requiring the department head to report back with a recommendation for resolving any problem. and responding to the person initiating the inquiry or complaint.

Coordinating with the Bargaining Committee and Human Resources Coordinator in the development of collective bargaining strategy.

Appointing and supervising non-elected department heads and completing their annual performance evaluation.

Demonstrate a commitment to county safety and risk management efforts.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in public policy, business planning, or related field, with a Master's in Public Administrations and/or Master's in Business Administration strongly preferred. Five years of experience showing progressive responsibility and experience in an organization of similar size and/or complexity and a thorough understanding of government operations. Strong leadership, communication, negotiation and relationship building skills needed.

Interactions and Communications

Interactions with others are frequently focused on complex issues of major importance to the County organization.

Certificates, Licenses, Registrations

Valid Wisconsin driver license.

Proof of minimum auto liability insurance coverage.

Must be able to provide a reliable personal vehicle to be used for traveling to meetings and outreach activities on a daily basis.

Decision Making

This position has authority to make judgements involving multi-departmental policy interpretation and/or define new policies of major importance to the organization. These judgements require a close collaboration of all those involved in the decision-making process.

Thinking and Problem Solving

In relation to established procedures, protocols and policies of the County, challenges and problems in this position are typically complex, relating to broad operating policies of the County, and may deal with providing input to the governing body on the organization's mission and governance.

Tools & Equipment Used

Personal Computer/Printer
Telephone
Calculator
Copy Machine/Scanner/FAX Machine

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel. The employee must regularly lift and/or

move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

NEPOTISM OR CONFLICT OF INTEREST COMPLIANCE A person may not be offered or hold this position if the employment would result in that person being a supervisor or subordinate to an immediate family member. "Immediate family" includes the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

A person may not be offered this position if employment would create either an actual conflict of interest or the appearance of a conflict of interest.

SELECTION GUIDELINES Formal electronic application; rating of education and experience; verification of education/certification; oral department interview(s); reference check; background check; and post-offer medical examination including drug screen. Other job-related tests may be required.

Please Note: *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is substantially related to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and requirements for the job change.*

I have received a copy of the job description and understand that any questions I have on my job duties shall be directed to my immediate supervisor.

Employee: _____ **Date:** _____

Approved by County Board:
Date Approved: