

**MENOMINEE COUNTY, WISCONSIN
POSITION VACANCY**



Position Title: Administrative Coordinator	Department: Administration	Division/Section: N/A
Classification: FLSA Exempt; Salaried	Wage: Negotiable	Supervisor: Menominee County Board of Supervisors
Supervision Exercised: Combination of staff level and direct supervision	Posting Date: Wednesday, October 30, 2024	Deadline Date to Apply: Wednesday, November 13, 2024
Benefits: Wisconsin Retirement System pension; deferred compensation plan; health, vision, and dental insurance; flexible spending account; short- and long-term disability; life insurance; 12 paid holidays; and the opportunity to begin earning personal time at time of hire (up to 208 hours in 1 st year for F/T employment).		
Position Summary: The Town/County Administrative Coordinator is responsible for supervising and coordinating the administrative management operations of the Town/County and performing other duties as assigned by the Town/County Board.		

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- In accordance with Wisconsin Statutes 59.19, the Administrative Coordinator shall be responsible for coordinating all administrative and management functions for the county government not otherwise vested by law in boards or commissioners, or in other elected offices. More specifically, the Administrative Coordinator performs the following:
 - Helps the Board develop, implement and enforce laws, policies, procedures, and best management practices.
 - Advises the Board about pending federal, state and local legislation or regulations of particular concern to the County or Town, and the need for new or revisions to such legislation or regulations.
 - Develops ordinances and resolutions for the Board, its committees, commissions, and members of management.
 - Develops the County and Town budget, financial statements, projections, and recommendations with the assistance of the Financial Manager and Treasurer. Monitors the budget and provides recommendations to the Board and its committees as appropriate.
 - Regularly communicates with and helps coordinate department and program activities and helps communicate the needs of the departments and programs to the Board, committees and commissions.
 - Provides recommendations to the Board regarding the organization of departments, programs, staffing and funding levels.
 - Represents the County and Town's interests before federal, state, and local governing bodies and officials upon request of the Board.
 - Attends County and Town Board meetings, and such other committee and commission meetings as directed by the Board.
- Develops, implements and maintains an effective Human Resources management program for the County and Town.
 - This program shall include standards and systems vital to the successful operation of a Human Resources management program complete with automated and centralized recordkeeping.
 - This program shall include policies, procedures and practices essential to the operation of County and Town government.
 - This program shall include communication channels necessary to effectively partner employees and management with the resources they need to be cohesive and successful.

Administrative Coordinator's Office

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- Shall represent the interests of management with respect to all aspects of hiring, disciplinary actions, terminations, grievances, collective bargaining, personal improvement plans, etc.
- Serves as Affirmative Action/Equal Employment Opportunity office. Also serve as a Compliance Officer for the Americans with Disabilities Act.
- Develops, implements, and maintains an effective employee benefits program.
 - Responsible for the direction and management of the County's employee benefits programs, including, but not limited to, workers compensation, Wisconsin Retirement System, healthcare, dental, deferred compensation, supplemental life insurance, and short-term disability.
 - Develops and administers plans through coordination with professional consultants and technical experts in the legal, actuarial, medical, financial, labor relations, and communications disciplines.
 - Helps design and makes recommendations concerning the financing of plans, controlling costs, communicating benefits to employees, and keeping abreast of government legislation affecting employee benefit plans.
- Develops, implements, and maintains an effective insurance program, such to include the following: property, liability, automobile and other types of insurance coverage terms and conditions to ensure compliance.
- Develops, implements, and maintains an effective solid waste and recycling program for county and town residents. This responsibility is currently delegated to the Conservation Director.
- Implements and coordinates the planning functions of the Comprehensive Plan for and on behalf of the Planning Commission. This responsibility is currently delegated to the Land Information Officer.
- Supervises and directs Administrative Department staff.
- Conducts regular meetings with Department Heads and other Administrative staff to ensure that goals and objectives are met.
- Receives and processes complaints concerning County and Town operations.
- Attends conferences and training as required or directed.
- Contributes to the team effort by performing related duties as necessary or as assigned by the immediate supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively with the Town/County Board, State Representatives, auditors, Department Heads, labor attorneys, Tribal officials/representatives, the general public, etc., verbally and in writing or by use of an accommodating device.
- Ability to supervise and direct the work of others. Ability to coordinate the activities of individual departments in a consolidated manner.
- Knowledge of budgeting, accounting and fiscal management principles. Ability to analyze detailed financial reports.
- Knowledge of Federal laws, BIA regulations, Tribal operations and procedures that apply to Town/County operations.
- Ability to keep accurate records and prepare detailed reports.
- Ability to analyze Town/County organizational structures and apply management and design principles in order to maintain efficient and effective services to the general public.
- Ability to operate computer using word processing and related functions and other office machines.

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This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute a contract for employment. Employment with Menominee County is at will. This position is subject to the Town/County of Menominee Personnel Policies and Procedures.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Business Management, Public administration, Human Resource Management, Government Finance or a related field, with three to five years management experience in business, industry or government, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Administrative management experience in Town/County government is highly desirable. A valid Wisconsin driver's license is required.

SPECIAL REQUIREMENTS: Must submit to and pass a thorough criminal background check and pre-employment drug test. Applicants selected for an interview will be required to pass one or more written examinations. Cannot be a member of the Menominee Tribal Legislature because of a possible conflict of interest in policy making decisions.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab.

APPLICATION PROCESS: A complete application includes all of the following:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator's Office or online at www.co.menominee.wi.us under "Career Opportunities"); and
- Current resume; and
- Copy of college or technical school transcripts (may accept at the time of interview if not available at the time of application); and
- Copy of valid Wisconsin Driver's license.

Unsigned or incomplete applications, and applications not including all of the information listed above, will be screened out. Individuals selected for an interview may be required to provide a presentation on a given topic at the time of the interview.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse

Attn: Human Resources

P.O. Box 279

Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.