



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 03/02/16

Amended* Post Date:

The following documents are included in the packet for the Administrative Committee on March 2, 2016:

- 1) Agenda
- 2) Administrative Coordinator and County Administrator Comparison
- 3) County Administrator County Comparison



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Margaret R. Bostelmann, WCPM
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Administrative Committee Meeting Notice

*Date: March 3, 2016 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI*

AGENDA

Committee Members

*Jack Meyers,
Chairman
David Richter,
Vice -Chair
Harley Reabe
Michael Starshak
Paul Schwandt*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Comparison of duties and authority of Administrative Coordinator and County Administrator.
6. Discussion of job descriptions, contracts and ordinances.
7. Discussion and Action on County Administrator Position
8. Committee Discussion
 - Future Meeting. Dates: May 2nd, 2016 at 5:00 pm
 - Future Agenda items for action & discussion
9. Adjourn

**Notice is hereby given that a majority of the Green Lake County Board of Supervisors may be present at this meeting to gather information about a subject over which they have decision making responsibility. This constitutes a meeting of the County Board pursuant to the Badke Decision and must be noticed as such although the County Board will not take any formal action at this meeting.*

*Margaret R.
Bostelmann,
Secretary*

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Margaret R. Bostelmann

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.

	Administrative Coordinator		County Administrator
	Wis. Stat. §59.19	Green Lake County Policy	Wis. Stat. §59.18 & elsewhere
Population requirements	None		Counties having a population of less than 500,000 may create the office of county administrator
Enacted	County must designate an Administrative Coordinator if it has neither an executive or administrator		By resolution of the board, or by petition and referendum
Appointment process	An elected or appointed official shall be designated Administrative Coordinator		Appointed by majority vote of the board.
Powers and duties	The administrative coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.		The county administrator shall be the chief administrative officer of the county. Coordinate and direct all administrative and management functions.
Department Head Hiring and Appointments	No appointment authority and "responsible for coordinating" . The administrative coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.	For the Department Head position, the position review shall be conducted by the Administrative Coordinator. The governing committee, with the assistance of The Administrative Coordinator, will prepare a recommendation to the Personnel Committee relative to the vacant Department Head position. The Personnel Committee will, in turn, determine whether the vacancy will be filled or modified subject to any minimum staffing requirements. In the event that the vacancy involves a Department Head, the Administrative Coordinator and governing committee will determine the list of candidates to be interviewed.	Appoint and supervise the heads of all departments of the county except those elected by the people. Any appointment by the county administrator under this paragraph requires the confirmation of the county board. Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination.

Administrative Coordinator

County Administrator

Wis. Stat. §59.19

Green Lake County Policy

Wis. Stat. §59.18 & elsewhere

Boards and Commission Appointments	No appointment authority and "responsible for coordinating"		Appoint 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 county board. All appointments to boards and commissions by the county administrator shall be subject to the confirmation of the county board.
Administrative secretary to County Administrator			The county administrator may appoint an administrative secretary, and additional staff assistants, as necessary.
Position compensation			The board shall fix the compensation of the county administrator, the county administrator's administrative secretary and the county administrator's staff assistants.
Message to the board		The Administrative Coordinator is the primary professional advisor to the County Board Chair and oversees the day to day operations of the County including the development, supervision, and operation of the County, its personnel and facilities. The Administrative Coordinator is provided with the discretion to determine the best method of implementing the policy decisions of the County Board.	Answers to the county board of supervisors.
Hiring process			"Appointed solely on merit"; no weight given to residence, political affiliation, etc.
Submission of annual budget		Coordinate the budget process under the direction of the Finance Committee.	Submits annual budget.
Workplace accommodations		The Administrative Coordinator with the Department Head work together.	

Administrative Coordinator

County Administrator

Wis. Stat. §59.19

Green Lake County Policy

Wis. Stat. §59.18 & elsewhere

Workplace disrespect		The employee should report that conduct to his/her immediate supervisor, another member of management, or the Administrative Coordinator.	
County Department of Human Services			Shall appoint Health Services Director, confirmed by county board of supervisors. County human services director is subject only to the supervision of the county administrator.
County veterans service officer			In counties with a county administrator, the county administrator shall appoint and supervise a county veterans service officer who shall have the qualifications prescribed under par (a).
Local board of health' powers and duties			In counties with a single county health department and a county administrator, the county administrator may assume the powers and duties of a local board of health.
Corporation counsel			In a county with a county administrator, the county administrator shall have the authority to appoint and supervise the corporation counsel if the board authorizes the establishment of the office of corporation counsel.
Public protection and safety: highways			The board chairperson or county administrator in a county having such an officer, may appoint a county highway safety coordinator who shall serve as a member of the county traffic safety commission.

Administrative Coordinator

County Administrator

Wis. Stat. §59.19

Green Lake County Policy

Wis. Stat. §59.18 & elsewhere

Aging and Disabled Resource Center			Application for contract. County board of supervisors and a county administrator may decide: whether to authorize one or more county departments to apply the department for a contract to operate a resource center and, if so, which to authorize and what client group to serve. Whether to create a long-term care district to apply to the department for the contract to operate a resource center
County highway commissioner			Except as provided under par (b), in any county with a county administrator, the county administrator shall appoint and supervise the county highway commissioner.
County traffic safety commissions			The county board chairperson or county administrator in a county having such offices, may appoint additional persons to serve as a member of the county traffic safety commission.
Planning and zoning authority			The county administrator shall appoint and supervise the head of the county zoning agency and the county building inspector, in separate or combined positions.
Job Descriptions		Any change in a job description by a Department Head must be approved by the Administrative Coordinator and referred to the governing committee which oversees a department for approval.	

Administrative Coordinator

County Administrator
Wis. Stat. §59.18 & elsewhere

Wis. Stat. §59.19

Green Lake County Policy

<p>Hiring procedures</p>		<p>Management must adhere to recruitment and hiring guidelines unless otherwise approved in advance by the Administrative Coordinator and the Personnel Committee. The Department Head and the Administrative Coordinator will be primarily responsible for interviewing candidates. The Administrative Coordinator shall determine his/her involvement in the interview process as he/she deems necessary and appropriate. The Department Head and the Administrative Coordinator will be primarily responsible for interviewing candidates. After the final interviews, the Department Head, Administrative Coordinator and chairperson of the governing committee or their designee, as appropriate, shall select the individual to be hired for the position.</p>	
<p>Employee misconduct</p>		<p>The immediate supervisor should promptly advise the Department Head and Administrative Coordinator of the misconduct.</p>	

Summary of responsibilities of County Administrator, based on presented Job Descriptions

March 2, 2016

Prepared by Jay Dampier, UW-Extension

	Dodge County	Douglas County	Monroe County	Price County	Sheboygan County	Washington County
KEYWORDS AND SUMMARY						
Chief Administrative Officer	YES	YES	YES	YES	YES	
Refers to Wis. Stat. §59.18	YES	YES	YES	YES		YES
Leadership	YES	YES		YES	YES	
Directs	YES	YES	YES	YES	YES	
Administers	YES					
Coordinates	YES		YES	YES	YES	
Planning and goal setting	YES	YES	YES	YES		YES
Initiative				YES		
Independent judgement		YES		YES		

REPORTING						
Reports to County Board Chair		YES	YES	YES		YES
Reports to Administration / Executive Committee		YES		YES		YES
ESSENTIAL DUTIES and RESPONSIBILITIES						
POLICY						
Drafts ordinance, resolution and policy recommendations, and instructs Corporation Council as required	YES		YES		YES	YES
Analyses and recommends county organizational structure						YES
Prepares reports and makes recommendations to the County Board	YES			YES	YES	YES
Solicits board opinion, drafts responses, recommends amendments, and supports legislation			YES			
Keep informed on pending federal and state legislation affecting counties	YES		YES		YES	YES
Ensures that resolutions, ordinances, regulations, state and federal laws are observed and executed		YES	YES	YES	YES	YES
Coordinates the transaction of all county administrative business with Federal, State and local officials	YES					

	Dodge County	Douglas County	Monroe County	Price County	Sheboygan County	Washington County
OPERATIONAL OVERSIGHT						
Has authority to make day-to-day operational decisions, within established policies and procedures	YES				YES	YES
Directs and coordinates all administrative functions not otherwise vested by law in boards and commissions	YES					
Ensures enforcement of ordinances and laws			YES			YES
Provides recommendations for administrative and operational problems			YES			YES
Establishes county-wide program and activity priorities	YES				YES	
Responsible for all county properties						YES
Responsible for all insurance and risk management programs	YES					YES
Review agenda and minutes of county governmental bodies to keep informed of activities					YES	
Reviews management methods, and provides coordination and administrative management practices in order to provide effective government	YES		YES			YES
After conferral, appoints citizen members to boards, commissions and non-standing committees, where statutes provide such appointments	YES	YES		YES	YES	
Conducts research, prepares materials, presents to county board as required		YES	YES	YES		YES
Attend all County Board Meetings	YES	YES	YES	YES	YES	YES
Attends committee meetings when requested	YES					YES
Assists County Board Chair and County Clerk in agenda preparation		YES		YES		
Related duties as required	YES	YES		YES		YES
Executes the order of the county board		YES	YES			
Monitors activities of operating departments						
Oversee building construction and renovation projects	YES					

	Dodge County	Douglas County	Monroe County	Price County	Sheboygan County	Washington County
FINANCIAL						
Prepares and submits annual county budget (with Finance Committee)	YES	YES	YES	YES	YES	YES
Presents and justifies expenditures		YES				YES
Monitors, prepares and submits report on finances and activities	YES	YES		YES		YES
Provides financial policy recommendations, oversees and coordinates with appropriate committee		YES	YES	YES	YES	
Manages and evaluates capital improvement budget and projects	YES					YES
Oversees investments, invests surplus						YES
Develops cash projections		YES		YES		YES
Responsible for and supervises purchasing activities	YES	YES		YES		YES
Keep informed on federal and state grants and mandates	YES				YES	
Responsible for bonding projects		YES		YES		YES
May prepare bid specifications and requests for proposals	YES					
Oversees, approves and signs contracts, leases, grants, property transfers, etc.	YES					YES

EXTERNAL RELATIONS						
Spokesperson (under direction of County Board Chairperson) related to daily operations of the county. Handles public relations. i.e. press releases, publications, speeches, etc.	YES				YES	YES
Represents county a public functions and inter-governmental meetings, legislative meetings and hearing, business transactions, negotiations (i.e. with city officials, business leaders, town and village reps, economic development groups)	YES	YES	YES	YES	YES	YES
Meets with taxpayers and addresses concerns		YES		YES		

	Dodge County	Douglas County	Monroe County	Price County	Sheboygan County	Washington County
HUMAN RESOURCES						
Hires (subject to County Board Approval), evaluates, supervises and disciplines Department Heads and Officers, except those elected by the people.	YES	YES	YES	YES	YES	YES
Conducts staff meetings with Department Heads					YES	
Receives, reviews and responds to complaints regarding personnel and operations. Implement appropriate discipline as required by county ordinance or state statute.	YES		YES	YES		YES
Serves as mediator in issues, problems and disputes involving department heads and other municipalities	YES					
Evaluates staffing levels and makes staffing recommendations to Administrative / Executive Committee (appointees subject to committee confirmation)	YES	YES		YES	YES	YES
Make policy recommendations to Administrative / Executive Committee					YES	
Provides guidance to subordinate Department Heads				YES		
Maintains close, productive and positive working relationship with Department Heads, and other staff		YES	YES	YES		
Appoints Assistants in the County Administrator's office, in conjunction with County Board				YES	YES	

	Dodge County	Douglas County	Monroe County	Price County	Sheboygan County	Washington County
QUALIFICATIONS						
Thorough knowledge of principles and practice of local government and administration	YES	HIGHLY PREFERRED		YES	YES	YES
Thorough knowledge of county organization, policy, procedures, rules, regulations, operating methods and procedures of local government	YES	HIGHLY PREFERRED		YES	YES	YES
Thorough knowledge of federal and state programs	YES					
Financial management experience, budget preparation and various funding resources and allocation			YES	YES		
Ability to plan, organize, direct and coordinate large organization			YES	YES	YES	YES
Oversee full-range of human resource function				YES		
Accurately interpret administrative policies					YES	YES
Ability to plan, organize manage select and evaluate Department Heads and Other Staff	YES		YES	YES	YES	YES
MS Office				YES		
Accounting software				YES		
Analyze administrative operations and present clear and concise decisions and recommendations				YES	YES	YES
Maintain high level of effective work relationships with employees, elected officials and the public	YES			YES		
High level of communications ability, spoken, written	YES		YES	YES	YES	
Ability to research, analyze and interpret statistical and cost data	YES			YES	YES	
Ability to be a visionary, and creative in a key management role			YES	YES		
Compensation and performance review				YES		
High level of trust, integrity and ethics			YES		YES	
Experience	6 years min	3 years min	5 years min	3 years min 5 year pref	5 years min	8 years min
Drivers license				YES		YES
Bondable						YES
Education	Bachelors in Public Admin or related field. Masters preferred	Bachelors in Public Admin, Business, Finance, or related. Masters preferred	Bachelors in Public Admin, or closely related field. Masters preferred	Bachelors in Public Admin, Business Admin or related. Masters preferred	Masters in Public Admin	Masters in Public Admin