

Iron County Job Description

Job Title: County Manager
Department: Administration
Reports To: County Board
FSLA Status: Exempt
Prepared By: Finance Committee
Approved Date: April 15, 2025
Approved By: Finance Committee

Summary

This position is the chief administrative officer for Iron County Government, created pursuant to Wisconsin State Statute 59.19. The County Manager will provide leadership and direction to the County for strategic planning, goal setting, budgeting, financial reporting, forecasting, IT, insurance, payroll and benefit administration as well as exercise considerable initiative and judgment collaborating with department managers to accomplish goals and objectives and maintain county standards. The position works independently under the direction of the Iron County Board, principally through the county board chairperson and finance committee.

Qualifications

In order to perform the County Manager duties, the successful candidate will possess the following knowledge, skills and abilities that are essential to the position.

- Advanced finance and budgeting skills to develop financial plans, analyze and interpret financial data and assess future financial needs.
- Strong analytical skills that can be applied to issues facing the county.
- Interpersonal skills to work with the board, department heads, employees and the public.
- Excellent written and verbal communication skills to present professional views, concerns and implications for matters under consideration while recognizing that the final decision often rests with the board.
- Aptitude to exercise good judgment through a personal value system driven by honesty and integrity.
- Capacity to project visionary leadership that is anticipatory, proactive and creative through effective strategies addressing county issues.
- Ability to display confidence that projects throughout the organization emphasizing transparency within the organization and to the public.
- Thorough understanding of contract law, insurance, finance, technology and personnel management.

- Experience with government operations, labor negotiations, compensation and performance review systems and administration. Referendum and grant writing experience is a plus.
- Familiarity with web based software technology, design and implementation of procedures and systems to streamline workflow throughout the organization.
- In-depth accounting knowledge to coordinate year end audit, implement general accepted accounting principles and establish internal controls to safeguard assets of the county.

Essential Duties and Responsibilities

- Coordinates and directs all administrative, management and finance functions except those vested by law in boards or commissions or elected officers.
- In conjunction with the board and department heads, ensures county ordinances, policies and procedures, state or federal laws are observed, enforced or administered.
- Supervisors and evaluates through annual performance reviews IT, child support, facilities management and other staff reporting directly to the County Manager.
- Takes the lead role in preparing and submitting a countywide annual budget and capital spending plan to the county board for approval.
- Generates monthly financial statements, monitors department spending and reports to the board periodically with recommendations and assessment of county finances.
- Oversees the administration of the county's insurance programs including but not limited to property, liability, health, life, unemployment and worker's compensation.
- Works with the County Board and County departments to identify, develop, and implement goals for strategic planning to accomplish established County objectives. Manages various programs and projects for the County including grant writing.
- Proposes changes that will contribute to the efficiency, productive and overall improvement of County operations and information flow.
- Oversees all employee benefit programs and serves as a resource to others on personnel matters primarily through interpretation of the employee handbook and collective bargaining agreements, assisting with hiring of vacant budgeted positions and managing the onboarding and off boarding function.

- Provides compensation and benefit strategies and serves as the lead committee member in collective bargaining negotiations.
- Coordinates the year end audit and establishes sound internal controls.
- Assists in the preparation of monthly finance and department head agendas.
- Works on bonding, bank loans, building projects, county wide referendums and grant writing.
- Attends county board, finance committee and department head meetings. Serves as the resource person to the board and committees. Conducts research, prepares materials, and presents information as required or requested.
- Performs related duties as required but as a point of clarification, the County Manager does not:
 - Supervise or provide performance reviews for department heads with committees (forestry, highway, health, human services, land and water, GIS/zoning, extension, veterans).
 - Supervise or prepare performance reviews for elected offices (courts, district attorney, coroner, sheriff, clerk, treasurer, register of deeds).
 - Assign or appoint members to committees or commissions.
 - Have authority to hire a new position or terminate an employee without board approval

Education and/or Experience

- The County Manager will be chosen on the basis of administrative and executive ability, education and knowledge of government or public sector operations.
- A bachelor's degree from an accredited college/university in public administration, business administration, accounting or a related field of study with a minimum of five (5) years of relevant experience in public administration. An equivalent combination of education and experience may be accepted. Master's degree, local government experience or experience in advising and assisting governing boards highly preferred.
- Thorough knowledge of organization structure and functions of state and local governments.
- Must have ability to perform high-level data analysis, assess needs, perform fiscal planning, target available resources, and implement effective budget and financial management programs.
- Requires knowledge of computer software including, but not limited to, experience

with accounting software systems and Microsoft Office programs.

- Must have ability to establish and maintain effective working relationships with public officials, other staff and the public through effective oral and written communication
- Prefer at least ten years' experience of progressively responsible administrative and supervisory duties in previous employment.

Certificates, Licenses and Registrations

- Valid driver's license.
- US citizen
- Applicable college degree

Physical Demands: Ability to operate office equipment in an office setting with little exposure to environmental risks. Occasionally must perform moderate physical effort by bending, twisting, kneeling and lifting up to 30 pounds.

Work Environment: The position is a fast paced, high profile position requiring a broad range of disciplines, ability to meet deadlines and manage multiple tasks simultaneously. It requires some flexibility in hours to attend meetings is generally day shift full time employment.

Iron County is an equal opportunity employer. In accordance with the American Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

Date