

JOB ANNOUNCEMENT

The Association of Minnesota Counties is seeking an Executive Director to serve as the chief administrative officer to the 22-member Board of Directors and provide overall direction of AMC programs. Manages a \$1.9 million budget and 14 FTEs. Requires a bachelor's degree in public administration, association management or related field, advanced degree desired, and/or 5 years progressive management experience in a public or non-profit agency or association; legislative representation experience desired. Equivalent education and experience will be considered. Ideal candidates will have strong interpersonal skills and the ability to work with and adapt to all kinds of people and demonstrate proven accomplishments in facilitating consensus among diverse points of view. Must have strong oral and written communications skills and familiarity with county government and legislative processes; understanding of Minnesota government a plus. Salary is under review and will be determined based on candidate qualifications. Excellent benefits package and participation in the Public Employees Retirement Association. Send cover letter, resume, salary history and professional references to David Unmacht and Sharon Klumpp, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, MN 55101-2887 or amc@springsted.com or fax to 651.223.3002. Position open until filled. Review of applications starts on July 21, 2010. All inquiries regarding this position should be directed to David Unmacht or Sharon Klumpp at 651.223.3000. EOE



The Association of Minnesota Counties

is recruiting for the position of

Executive Director

Recruitment Process Conducted By:

David Unmacht, Senior Vice President
Sharon Klumpp, Senior Vice President
Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, Minnesota 55101-2887
Telephone: 651.223.3000
Fax: 651.223.3002
E-mail: amc@springsted.com

Minnesota County Government

The county structural model used in Minnesota is similar to the organizational structure found in Wisconsin, Ohio, New York and many other states. Minnesota has 87 counties serving a state population of 5.2 million. Counties first were organized to be administrative agencies of the state and also to provide certain local government functions. Traditionally, counties performed state mandated duties which included property assessment, record keeping (i.e. property and vital statistics), maintenance of rural roads, administration of election and judicial functions, maintaining peace in rural areas, and poor relief.

In addition to serving as an administrative arm of the state, counties rapidly moved into other areas of government support, including social services, corrections, child protection, library services, hospitals and nursing homes, environmental protection, public health services, planning and zoning, economic development, parks and recreation, water quality, and solid waste management. However, Minnesota counties must have clear statutory authority to provide a service or regulate an activity.

Counties are governed by county boards, typically comprised of five or seven commissioners. Voters from districts dividing the county elect commissioners. All citizens, regardless of whether they live in a city, town or unorganized territory, are represented by a county commissioner. In some counties, voters also elect an at-large county auditor, treasurer, and recorder, although these positions may be appointed by the board in some counties. All counties elect a county attorney and a sheriff. County boards may appoint a chief administrative officer, usually a county coordinator or a county administrator, to provide administrative oversight and direction. In some counties, the elected auditor may function as the chief administrative officer.

The Organization

The Association of Minnesota Counties (AMC) is a voluntary statewide organization that has proudly served the needs of Minnesota counties since its establishment in 1909, offering a broad range of services including education, communications, and intergovernmental relations. Today, all of Minnesota's 87 counties are members of AMC, contributing greatly to its prominence as the voice of Minnesota counties. AMC offices are located in Saint Paul within three blocks of the State Capitol and many state agencies.



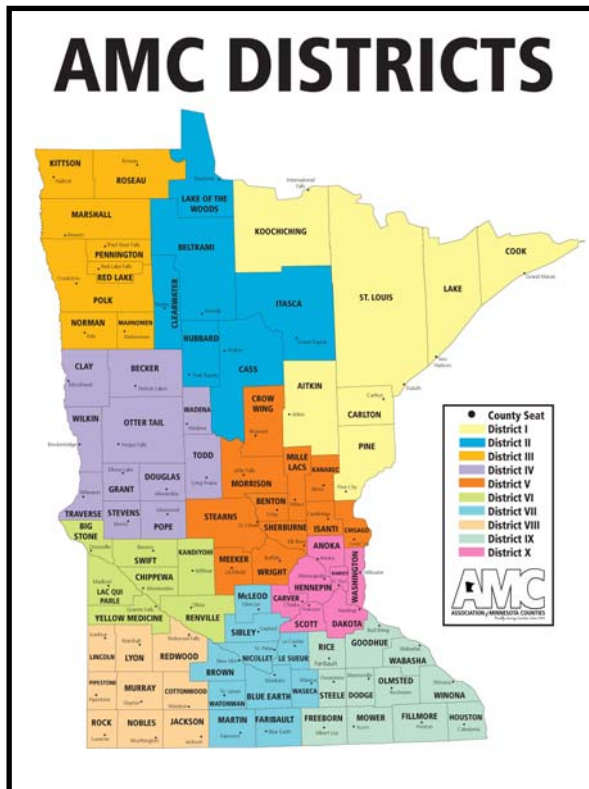
AMC building

Consistent with its mission of assisting all counties in the provision of effective county governance and services for the people of Minnesota, AMC provides a forum for developing and advocating policies and programs that consider the often complex and diverse interests of county government. The association and its members work closely with the legislative and administrative branches of state government supporting legislation and policies favorable to county government. In addition, the

Association provides a wide variety of educational programs, training, research and communications for county officials, in cooperation with 18 county affiliate organizations. At the national level, AMC works closely with the National Association of Counties (NACo).

The Organization (continued)

Counties are organized in ten districts to ensure geographic representation and facilitate the delivery of services to AMC members. Districts meetings are held at least twice a year to provide legislative updates to members, redefine policy positions and present educational programs on specific county concerns ranging from personnel development, land use, planning and zoning, and tax policy to solid waste planning and transportation. County delegates also participate at the annual conference and legislative conference in developing the AMC platform and voting on other issues important to the Association.



AMC Governance, Structure and Services

The Association of Minnesota Counties operates in accordance with by-laws adopted in 1978. The organization operates with a board of up to 22 members, including five members who serve as officers and members of the Executive Committee. Board membership includes 14 district directors, one director elected by the board of counties having a population of over 400,000 or more, at least one National Association of Counties (NACo) representative, policy committee chairs and ex-officio representatives from organizations affiliated with AMC.

AMC has five standing policy committees: Environment and Natural Resources, General Government, Health & Human Services, Public Safety and Transportation. Its Legislative Steering Committee (LSC) is comprised of the AMC executive committee members, policy committee chairs and vice chairs, past AMC presidents, two

county administrators, and additional commissioners to assure balanced representation among the AMC districts. The AMC policy development process is carefully defined and implemented to ensure that county officials are actively involved in policy development and understand the issues facing county government. AMC policy statements are developed through a democratic process aimed at reflecting the collective opinion of Minnesota county commissioners. The process results in a platform that encompasses virtually all areas of county concerns, including financing of human services programs, administration of jails, county board authority, funding for health and long term care services, economic development, affordable housing, agriculture policy, solid waste management, transportation financing, the county/state fiscal relationship and many other areas.

Other AMC services include:

- Publications and communications ranging from the *Minnesota Counties* newspaper published six times a year and its electronic companion, *Minnesota Counties Extra! E-Edition* and the *AMC Update*, an electronic newsletter published throughout the Minnesota legislative session to “FYI” *Resources*, a series of bulletins providing an overview on a variety of topics affecting county government and the *County Directory*, listing important information for each of Minnesota’s 87 counties

AMC Governance, Structure and Services (continued)

- AMC-hosted websites for member counties and other affiliated organizations
- Education and conferences including a conference for newly elected county commissioners following every general election; a joint legislative conference where county officials discuss issues with legislators and their counterparts from cities, school boards and townships; a leadership development summit and the annual conference
- Support for affiliate organizations such as the Minnesota Association of Community Corrections Act Counties, the Minnesota Association of County Planning and Zoning Administrators, the Local Public Health Association of Minnesota and the Minnesota Association of County Administrators.

The Position

The AMC Executive Director is appointed by the Board of Directors and serves at its pleasure. The position serves as the chief administrative officer to the Board of Directors and the executive committee and provides overall direction and coordination of AMC programs. The Executive Director manages a \$1.9 million budget and a 14-member staff, including four direct reports—the Membership Services Manager, the Intergovernmental Services Manager, Accountant and an Administrative Assistant. Other responsibilities include:

- Serving as AMC's primary representative and spokesperson
- Responding to member inquiries and requests for information
- Directing the development of a policy agenda and legislative direction
- Advocating AMC's policy agenda by meeting with legislators, the Governor, state agency officials and others
- Counseling county commissioners and others in advocating for county policies and positions
- Acting as the county liaison with other associations on legislative and policy programs of joint interest
- Serving as the lead staff participating in the National Association of Counties and working with the AMC federal lobbyist
- Exploring potential new Association services and revenue-earning opportunities
- Serving as the AMC liaison to the Minnesota Counties Insurance Trust (MCIT)
- Providing direction on membership communications, conferences and programming

Position Requirements

The position requires a four-year degree in public administration, association management or a related field, advanced degree desired, and/or five years of progressive management experience in a public or non-profit sector agency or an association; legislative representation experience desired. Equivalent education and experience will be considered. Ideal candidates will have strong interpersonal skills and the ability to work with and adapt to all kinds of people and demonstrate proven accomplishments in facilitating consensus among diverse points of view. Must have strong oral and written communications skills. Requires familiarity with county government and legislative processes. Understanding of Minnesota government a plus.

Desired Capabilities

Inclusive leadership

Energetic and creative, adept at helping people with diverse perspectives establish a shared direction for the future; consistently draws upon the vision to strengthen the unity of AMC

Visionary

Forward looking, optimistic and enthusiastic, views challenges as opportunities to find new ways of providing government services more efficiently and effectively

Strategic management

Provides initiative and transparency to ensure that AMC services and operations align with the organization's vision; actively invites others to the table and builds coalitions consistent with the AMC vision

Engaging personality

Exceptional interpersonal skills; easily relates to people from all parts of the state and wins their confidence; demonstrates an ability to build and maintain effective working relationships

Steadfast commitment to serve AMC members

Demonstrates a deep appreciation for local government and the grass-roots level and respects all members and encourages their participation in AMC; recognizes the balance of providing organizational leadership while working for AMC members

Cohesiveness and unity

Appreciates the distinctive economies and points of view that characterize Minnesota counties; encourages an open dialogue that respects differences, increases understanding and helps counties speak with one voice

Political acumen and sensibility

Effectively navigates in a partisan political environment maintaining neutrality and impartiality; uses an understanding of common interests to facilitate consensus and agreement

Trusted adviser

Ensures that AMC is a highly regarded and trusted source of factual information on concerns affecting Minnesota counties, provides information for county officials, other local government officials, the Governor, the State Legislature, state agencies and the general public

Effective county representation

Functions as the ambassador for Minnesota counties, generates confidence and purpose in AMC's mission and vision, conveying continued partnership with others even when disagreement exists

Sound business management skills

Adept at managing the business aspects of AMC, has financial experience in budgeting and identifying opportunities for new revenue sources; effectively delegates to AMC staff and builds a cohesive AMC staff team

AMC Priorities and Initiatives

Outreach to county officials and AMC staff. The Executive Director will place a high priority on reaching out and getting to know AMC members. Developing effective working relationships with officials serving on the AMC Board of Directors and other committees will be extremely important. Meeting the AMC staff and learning about their responsibilities and work goals will be an immediate priority.



2009 Annual Conference

2010 general election. As the state general election approaches, the potential for new elected and appointed officials in state government is high. Similarly some county boards may be greeting new commissioners to the boardroom. The Executive Director will be expected to quickly meet and build effective working relationships with those new to their government role.

2011 AMC Legislative Agenda. With a projected \$6 billion shortfall in the state's 2012-2013 biennium, preparation for the 2011 AMC Legislative Agenda will take center stage. The Executive Director will provide strategic oversight to the process and facilitate policy development and advocacy in a way that engages county officials.

Development of a communication plan. Building awareness of the role of counties play in delivering local services and making public AMC's policy agenda will be important communications goals for the Executive Director. With the Executive Director's leadership, a communications plan will be developed that addresses AMC objectives for increasing the visibility of counties and building effective relationships with the media.

Leadership development. The Executive Director will take a broad and active role in developing leadership, reaching out to build the capacity of AMC members and staff in new ways to help them respond boldly and creatively to the ever changing local government landscape. These efforts will include providing leadership support to county officials, cultivating new leadership and ensuring ongoing staff development.

Redesign. Enhancing the state-county relationship, encouraging innovative local partnerships and providing services that are responsive to citizens are major areas of focus in AMC's redesign initiative—an initiative that takes on renewed importance as discussions about governance and redesigning the delivery of government services increase. The Executive Director will play a pivotal role in defining and facilitating the direction of the redesign initiative.

Big 3 collaboration. For several years, the leadership of the Association of Minnesota Counties, the League of Minnesota Cities and the Minnesota School Boards Association has been working together on collaborations to create new partnerships to increase cooperation and shared services at the local level. The Executive Director's participation will be instrumental to building relationships to ensure the success of this collaboration and its ability to contribute to the sustainability of local government services.

Compensation

Salary is under review and will be determined based on candidate qualifications and experience. Excellent benefits package including health and life insurance and participation in the Public Employees Retirement Association.

Application Process

To apply for this position, send a cover letter, resume, salary history and professional references to David Unmacht and Sharon Klumpp, Senior Vice Presidents, Springsted Incorporated, 380 Jackson Street, Suite 300, Saint Paul, MN 55101-2887 or amc@springsted.com or fax to 651.223.3002. Position open until filled. Review of applications will start on July 21, 2010. All inquiries regarding this position should be directed to David Unmacht at 651.223.3047 or Sharon Klumpp at 651.223.3053. EOE