

# SOIL, WATER, CONSERVATION AND DEVELOPMENT DIVISION DIRECTOR

Todd County, Minnesota is recruiting a dynamic leader!

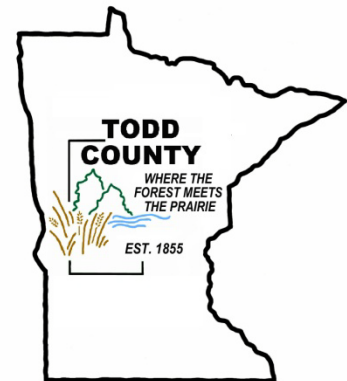
## THE COUNTY COMMUNITY

Todd County is located in what most would consider the center of the state of Minnesota. Situated between Alexandria, St. Cloud and Brainerd and two hours from the St. Paul/Minneapolis metropolitan area, Todd County offers the benefits and amenities of a rural setting while offering easy access to both regional centers and the major metropolitan areas of the State.

The population of the County as of the 2010 Census is 24,895, which is growth of approximately 450 residents between 2000 and 2010. There are nine cities located fully within the boundaries of the County and three cities which are shared with a bordering county, with the largest city being the County Seat of Long Prairie, having a population of just under 3,500. As of the 2010 Census 37% of the County's population lives within city limits, and the remaining 63% live outside of city limits.

The largest employers in Todd County are R.R. Donnelly, Long Prairie Packing, CentraCare Health Systems, Lakewood Health System, Todd County, Dan's Prize, School Systems, Central Bi-products and Daybreak Foods. Much of the economy (over 60%) is based on agriculture or agriculture processing, and the agricultural heritage of the community remains important to a majority of the citizens.

The Long Prairie River flows through the County, Lake Osakis's eastern side is in Todd County, and there are many lakes scattered throughout the County. The County's motto of "Where the Forest Meets the Prairie" is related to the unique positioning of the County where the hardwood forests of the east-central part of the State becomes the prairies of the west-central part of the State.



## LIFESTYLE

Todd County residents generally live a rural lifestyle, but have the benefit of many amenities in the County, as well as access to regional centers. There are four golf courses in Todd County, and abounding opportunities for any nature lover or outdoorsman. There are many lakes which have strong fisheries, and plenty of hunting land available.

The County's many sportsman's clubs, including Pheasants Forever, are very active in the community and provide support and socializing opportunities even for those who do not hunt or fish. The County has many miles of snowmobile trails and plenty of open spaces for other

motorized recreation opportunities, including a regional track for moto-cross racing competitions. The County also boasts a wide array of farmer's markets and organic food options.

There are opportunities in the County for arts and culture as well, including several choral groups, the Long Prairie Players and the Lamplighter Theatre group. In addition, the historical societies of the County are very active, with renovation of some very historic buildings currently in progress or in the planning phase. The Hewitt School is being renovated and turned in to a museum, the Staples Depot is to be renovated to provide a train station for Amtrak and housing the Staples Chamber of Commerce, and the Todd County Historic Courthouse is being renovated after an affirmative vote of the taxpayers during the November 2010 election.

Todd County has three excellent health care systems available, the CentraCare Health System, primarily in Long Prairie provides top tier health care and access to the CentraCare network. Lakewood Health Systems, out of Staples, but with clinics in Browerville, has a new facility and an excellent reputation for providing a great patient experience and high quality care. CentraCare and Lakewood demonstrate their shared commitment to the health of the community by sharing the Eagle Valley Clinic site. In the northwestern part of the County, some may also use health services from Tri-County hospital out of Wadena, and with a clinic in Bertha.

## EDUCATION

Todd County has five outstanding school districts where students are given the opportunity to succeed in the classroom setting. The school districts of the County are generally smaller, maintain smaller class sizes and individualized attention for students to ensure growth and education goals are met. Several of the school districts offer opportunities for students to graduate from high school with a two year associate of the arts degree already completed.

While there are not institutions of higher learning in Todd County there is access to many different vocational, technical and four year universities. There is a Technical college in Alexandria, and Central Lakes College has a campus in Staples just north of the County line. There is also a MnSCU school in Wadena, and Saint Cloud State University is only a short hour drive away.

## THE COUNTY ORGANIZATION

Todd County is a forward thinking County government organization. The County is governed by five elected commissioners and the County has four elected row officers, Auditor-Treasurer, Recorder, Attorney and Sheriff. The County employs a County Administrator under Minnesota Statutes 375A.06 who is responsible for coordinating the affairs of the County and supervising the departments under the control of the Board.

In March of 2010, the County Board directed that the County begin the process of strategic planning with the goal of being a strategically aligned organization. The Board realized that the process/service oriented business model was likely not the best opportunity to create positive outcomes for the people of the County Community.

In November of 2010, the County Board adopted a vision, mission and set of Core Values for the County. The vision of the County “Todd County offers a high quality of life for all”, is indicative of the County Board’s drive for excellence and opportunity for everyone, but a high regard for individualism and hard work. The County’s mission “Enhancing our County Community by delivering exceptional outcomes and outstanding service” demonstrates the County’s drive for excellence in providing outcomes for people of the community and doing so in a respectful and efficient manner.

The County Board has adopted objectives and measureable goals that will be used to strategically manage the organization in to the future. The Leadership Team of the county has been working diligently to implement pro-active strategies to ensure that the County Board’s objectives are being met. The Leadership Team of Todd County is one of our greatest assets, with a growing capacity for working across departmental borders, re-organization, and facing challenges head on with a positive attitude.

## THE SOIL, WATER, CONSERVATION AND DEVELOPMENT DIVISION

In November of 2011, the County Board and the Soil and Water Conservation District Board of Supervisors agreed to merge the staff of the District in to the County with the goal of providing exceptional outcomes for the people of the County in the area of natural resources protection and land use. The Boards have a shared goal to ensure that the consolidated division is operated in a pro-active manner with a strong “education over enforcement” philosophy. The Minnesota Pollution Control Agency and the Board of Water and Soil Resources have indicated a strong support for the concept, which we believe bodes well for our prospects in to the future.

The Director will be responsible to facilitate policy development with both the County Board and the Board of Supervisors, with a liaison committee established to ensure good communications between both Boards. On a day to day basis, the Director will be accountable to the County Administrator. The area of policy authority for the Board of Supervisors is defined as “natural resources protection”, while the area of policy authority for the County Board is “land use controls and enforcement”. The Boards are both committed to positive relationships and working together for the betterment of Todd County.

The Soil, Water, Conservation and Development division consists of the Soil and Water Conservation, Planning and Zoning and Geographic Information Systems units. The leadership of the division is structured with a Director and three unit coordinators. The Director may serve as a unit coordinator. There are generalist staff who serve as the primary line of customer service at the county offices, and provide administrative support for the field staff. Field staff are multi disciplinary and work fluidly between all units. The total budget of the division is about \$1,000,000 and total staffing about 11.

## THE POSITION

The candidate selected for this position will have the responsibility to continue the work of the current director in establishing the consolidated division. While many steps have been taken to

ensure that the new Director is successful, there will still be many opportunities for customization, and for selecting leadership, and designing internal systems to ensure the Director can effectively manage.

The Director will be a senior leader in the organization, and will be looked upon as such. The Director should expect to spend a nearly equal amount of time in and out of the office, working with the public, working with the Boards, and working with the Variance Board and Planning Commission as well.

There will be a large amount of autonomy in this position, with expected periodic reports on the activities of the Division to the County Administrator and the Boards. There will also be a lot of support of this position from the Boards, the County Administrator, Staff and other Leadership Team members, who are all committed to doing their part to reach the County's vision.

## BACKGROUND AND EXPERIENCE

A B.A./B.S. in business, public administration, planning, law or other related area and at least five years of progressive related experience or equivalent knowledge gained through experience. Seven or more years experience within related technical/functional work area including leadership assignments involving planning codes and development activities. A combination of education and experience adding up to the minimum qualifications will be considered.

Additional experience in the following areas will be highly regarded:

- Leadership development and coaching
- Economic and community analysis
- Outcomes based program evaluation and audit
- Leadership in a shared power setting

## LEADERSHIP CAPABILITIES

The leadership capacity of the Division Director is extremely important to the developing outcome based culture of the Todd County Organization. We strongly value positive reinforcement, and an engaged workforce and community, with a heavy emphasis on ensuring all customers, colleagues, co-workers and citizens in general treat each other with respect.

Additional demonstrated leadership qualities in the following areas will be highly regarded:

- Collaboration
- Building trust
- Effective communication
- Pro-active coaching and positive reinforcement

## POSITION PRIORITIES

The initial priorities of the Division Director are as follows:

- Collaboratively coordinate the development and execution of a consolidated Soil, Water, Conservation and Development Division
- Reinforce a culture of respect, engagement and collaboration
- Institute long range community and economic planning processes
- Develop consistent and highly understandable reporting processes for the County Board
- Assist and participate in development and advancement of the County's Mission, Vision and Values in all areas of the County

## ANNOUNCEMENT

### POSITION SUMMARY

The Soil, Water, Conservation and Development Division Director has overall responsibility for planning, administration and outcome based evaluation of agency programs, services and staff ensuring the department operates as an efficient, strategically aligned and customer oriented organization. Qualified candidates will have a strong commitment to the mission, vision and values of Todd County.

### MINIMUM QUALIFICATIONS

A B.A./B.S. in business, public administration, planning, law or other related area and at least five years of progressive related experience or equivalent knowledge gained through experience. Seven or more years experience within related technical/functional work area including leadership assignments involving planning codes and development activities. A combination of education and experience adding up to the minimum qualifications will be considered.

### SALARY

\$52,404 – 81,156 plus an excellent benefit package. Starting salary DOQ.

### HOW TO APPLY

Complete job announcement and job description are available at: [www.co.todd.mn.us](http://www.co.todd.mn.us) . Please submit a letter of interest and resume to the Todd County Administration/Human Resources Department, 347 Central Avenue, Suite Five, Long Prairie, MN 56347, phone 320-732-6155 or e-mail to [karla.nalezny@co.todd.mn.us](mailto:karla.nalezny@co.todd.mn.us).

### TIMETABLE

February 6, 2012 – Applications Due, First review of applications

March 6, 2012 – Selection

March 23, 2012 – Desired start