

ELLIS COUNTY, KANSAS

Profile for the Position of

County Administrator

**Approved by the Board of County Commissioners
March 15, 2010**

**More information about the County Administrator recruitment
can be found at:**

www.elliscounty.net

For additional information, please contact:

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EQUAL OPPORTUNITY EMPLOYER

Recruitment Profile for Position of County Administrator Ellis County, Kansas

The Ellis County Board of County Commissioners seeks to appoint a County Administrator, a position created by resolution with support from the community and unanimous support from the Board.

**The Board seeks applicants who possess the knowledge and diplomacy to serve the Board, County government and the community
in innovative and cost-effective ways.**

This recruitment profile provides potential candidates background information on the community, County government, current County challenges, duties of the County Administrator, qualifications established for the position of County Administrator, preferred qualities for the next County Administrator and other relevant information.

I. Ellis County Community

Shaped by colorful “Wild West” origins, abundant natural resources and strong local institutions, our community benefits from a modern regional economy, lively civic networks and shared values. Our unrestrained community pride has been externally validated: In 2008, Ellis County was ranked second as one of the “best places to live in rural America” by *Progressive Farmer* magazine.

Our community of nearly 28,000 residents prides itself on close-knit families, a sense of mutual obligation among neighbors, and enduring values of self-sufficiency and a strong work ethic. These assets along with outstanding education institutions and a moderate cost of living combine to create a business, family and visitor-friendly community.

Ellis County encompasses approximately 900 square miles of land that includes expansive prairie and golden wheat fields as well as major urban institutions and a prominent state university. The County includes four cities, the largest of which is the County seat of Hays, with an approximate population of 20,000.

Economy

Despite a national recession, the local economy remains robust and diverse with jobs distributed over agriculture, energy, manufacturing, health, retail and government sectors. In 2009, the unemployment rate never exceeded 4.5 percent; in January, 2010, the rate was approximately three percent.

Historically and continuing today agricultural and energy production are mainstays of the economy. The agricultural industry is comprised of nearly 750 farms, and Ellis County remains the highest oil-producing County in the state. A review of the County’s major employers reveals a more balanced and diverse economic profile than in past decades. The largest employers include: Hays Medical Center; Hays School District; N.E.W. (inbound call center); Eagle

Communications; EnerSys (manufacturer); Nex-Tech (communications); Midwest Energy (utilities); Wheelchairs of Kansas (manufacturer); Dillons (grocery) and Hess Services (metal fabrication/oil field supplies); as well as the City of Hays and Ellis County governments. The local workforce is nearly 17,000 people.

Another measure of the thriving local economy is the County's trade pull factor of 1.51, which continues as one of the highest in the state. Hays is the regional retail center for Northwest Kansas with businesses that include Home Depot and a variety of national chain hotels and restaurants, department stores, hardware stores, auto dealerships and parts suppliers. There are more than 30 "destination shopping" businesses that include home décor and antique shops, boutiques, and an historic general store. The "Chestnut Street District" in recently revitalized downtown Hays offers a mix of retail stores, restaurants, service businesses, art galleries and a micro brewery.

The community has several options for broadband Internet access including leased lines, frame relay and a variety of DSL services. Cable high-speed Internet connections are also available, all of which are attractive for remote hosting, server farms and related IT services. Firms such as Eagle Communications and Nex-Tech host national and regional e-commerce sites. Ellis County is also home to several third-party IT support centers.

Interstate Highway 70 and U.S. Highway 183 intersect in Ellis County and are significant economic drivers for commerce and tourism. A total of eight interstate highway interchanges provides direct access to Ellis County communities. The Hays Regional Airport features two concrete runways and offers four daily commercial flights to Denver. The airport also offers flight instruction, charters, mechanical service, and jet and aviation fuel. Railroad freight service is available through Union Pacific with connections to nationwide routes.

The County's strategic location on Interstate 70, numerous tourist attractions, 1,100 hotel rooms and modern convention facilities combine to draw over 350,000 visitors each year. The newly opened Hays Welcome Center serves as an impressive portal for community visitors and is home to the Convention and Visitor Bureau, Area Chamber of Commerce, and Ellis County Coalition for Economic Development and Downtown Hays Development Corporation.

Sports events attract thousands of visitors each year. The community, in partnership with Fort Hays State University, annually hosts the Kansas Special Olympics Basketball tournament as well as Kansas State High School athletics championships for football, basketball, wrestling and track.

Education

The County affords access to learning opportunities for all ages.

Three public school districts serve K-12 Ellis County students. USD 489, which encompasses a 380-square-mile area of Ellis County, has 3,400 students enrolled in a high school, two middle schools, six elementary schools, and an alternative school. USD 388 is located in the City of Ellis and serves approximately 400 students in two attendance centers. U.S.D. 432 has three attendance centers and serves the community of Victoria. Three private K-12 schools are also available to residents.

Ellis County is enriched by the presence of two institutions of higher learning. Fort Hays State University has approximately 10,000 students and offers hundreds of programs from associate through masters degrees in 28 academic departments. The University has earned a national reputation for its quality distance learning programs; over one-half of its students are enrolled in on-line course work. North Center Kansas Technical College offers vocational training

in mechanical trades, nursing, auto technology and business management and technology.

Parks, Recreation and Cultural Amenities

Ellis County offers numerous parks and other facilities for outdoor recreation. Amenities include upland game hunting, excellent golf courses, scenic walking and bike trails, and even several rodeos.

Located in the "Pheasant Capital of the World" the region is considered one of the top three pheasant harvest states in the nation and also is known for dove, prairie dog, coyote, quail, waterfowl, prairie chicken, wild turkey, antelope and deer hunting.

Ellis County is situated midway between two large fishing lakes, Cedar Bluff Reservoir to the west and Lake Wilson to the east. Cedar Bluff is renowned for striped bass and smallmouth bass fishing, and Lake Wilson features black bass, bluegill and catfish angling.

Other leisure amenities include:

- over 20 public parks in the three cities, many with recent improvements;
- lighted, hard-surface tennis courts;
- two 18-hole golf courses, Fort Hays Municipal Golf and Smokey Hill County Club, and one nine-hole golf course, the Ellis County Club;
- over a dozen baseball diamonds and basketball courts with competitive league play, along with the soon-to-be-completed Hays Sport Complex, a multiple-sport facility intended as a state-wide host site for soccer, football, baseball and softball;
- Hays Aquatic Park with its complex of three pools, slides and a floating river;
- four fitness trails;
- The Hays Public Library, recently renovated and expanded to match the architecture of the original 1911 Carnegie library;
- RPM Speedway at the Ellis County Fairground, an oval track for sprint, modified, and stock car racing with seating for 4,000 people; and
- seasonal college sporting events at University facilities, including a 6,800 seat basketball facility, 6,400 seat football stadium and 1,200 seat baseball field home to a baseball team that is part of the NCAA sanctioned Jayhawk league.

Hays is home to facilities that host the Ellis County Fair each July. Rodeo competition is a valued past time for locals with four different rodeo events scheduled throughout the year.

Festivals held in Ellis County include the annual Wild West Festival that recounts the community's colorful "lawless" origins with costumes, a parade, musical entertainment and contests. Old Fort Hays Days and The Victorian Christmas are other commemorations of the community's vivid past. The County's German heritage is remembered with several festivals, including a Polka Fest in March, German Heritage Days in April and the Midwest Deutsche Oktoberfest in the fall.

Other historical and cultural assets enrich community life:

- Fort Hays historic site retains structures from the original 1860s military fort;
- The Sternberg Museum of Natural History showcases one of the most impressive Cretaceous Period fossil collections in North America and includes a T-Rex skeleton;
- The Ellis County Historical Museum recounts the community's rich heritage from its Wild West days to the settlement of Volga Germans to World War II

when B-29 pilots from a nearby airbase and German prisoners of war made Ellis County their home;
St. Fidelis Church located in Victoria, also called the "Cathedral of the Plains," is a native limestone Romanesque structure built in 1911 and features twin towers rising 140 feet above the prairie;
Home and Museum of Walter P. Chrysler, founder of the Chrysler Corporation who grew up in the City of Ellis in the 1880s;
The Fort Hays State University Encore Series with its eight annual programs that showcase national and international professional touring artists;
Felten-Start Theatre, a performing arts facility where University students, faculty and community members participate in theatre productions;
The Heartland Community Theater, a troupe of volunteer performers, who offer their talents through music, acting and staging to produce family-oriented shows;
Numerous art galleries and studios, including that of world-famous sculptor, Pete Felton. The Hays Arts Council organizes gallery walks each year that feature local artists; and
The Hays Symphony Orchestra in its eighth year of performances.

Health Care

Locally, Ellis County residents have a wide range of quality health care options:

access to general practice and specialty physicians; Hays Medical Center, a nonprofit, full-service hospital recently designated as one of several Outstanding Rural Health and Telemedicine programs in the United States; the Center's services include:

The DeBeakey Heart Institute;

surgical, pediatric care; neonatal and intensive care units;

cancer, joint care, imaging, and eye surgery centers; and

emergency, rehabilitation, hospice, and lifeline centers;

three home health agencies;

four facilities for 24-hour skilled nursing services;

four assisted living facilities; and

mental health programs through High Plains Mental Health Center and Catholic Charities Outreach.

Other Features of Community Life

Ellis County benefits from an extensive array of volunteer organizations that serve to sustain a sense of belonging and also contribute to the quality of community life. Dozens of such organizations, including over 40 churches of diverse denominations, encourage civic participation and volunteerism. The United Way of Ellis County is a major philanthropy, and in 2009, contributed nearly \$500,000 to 20 community nonprofit organizations.

A daily newspaper, the *Hays Daily News*, and a weekly newspaper, *The Ellis Review*, inform residents and businesses of important local government and community news. Other daily newspapers available in the County include the *Hutchinson News*, *Salina Journal*, *Wichita Eagle* and *USA Today*. Seven local radio stations and a local television station, in addition to dozens of cable television channels, inform and entertain County residents.

II. Ellis County Government

Ellis County is governed by a three-member Board of County Commissioners, with Commissioners elected to four-year terms by partisan ballot. The Board annually elects a chairman who presides over their meetings.

The duties of the Board of County Commissioners include:

pass local legislation;

adopt an annual budget for all County departments and oversee County finances;

appoint county staff in offices not under another elected official;

adopt personnel policies and pay plans for all County offices, and approve collective bargaining agreements;

provide for adequate County government facilities;

establish and maintain County roads;

provide for protection of public health, safety and welfare;

apportion and order tax levies; and

determine township boundaries.

One Commission seat from District 1 will be on the November, 2010 ballot; the other two seats will be on the ballot in November, 2012. One Commissioner has been on the Board for 14 years; the remaining two Commissioners have served approximately four years and two years respectively.

The County provides a full range of services either directly or through regional and/or state funding partnerships including:

law enforcement

public health

tax administration

property appraisal

recording of property transactions

information technology (including GIS)

social services (developmental disabilities, mental health and aging)

road and bridge

solid waste and categories of recycling

public transportation

juvenile justice

soil conservation

agricultural extension

planning and zoning

election administration

community corrections

environmental regulation

emergency medical services
emergency management
noxious weed management
janitorial and building maintenance

Six departments have an appointed department director:

Public Works (includes road/bridge; solid waste, noxious weed, environmental regulation and zoning administration)

Appraiser

Public Health

Information Technology

Emergency Medical Services

Emergency Management

Departments that deliver law enforcement and prosecution; certain tax-administration functions; elections administration; and property and other records management are managed by a County elected official. The elected administrative officers are Sheriff, Clerk, Register of Deeds, Treasurer and County Attorney.

County-wide economic development services are provided by a public/private corporation, the Ellis County Coalition for Economic Development, which is funded by the County and the City of Hays. Fire services are provided by eight rural fire departments and coordinated by a Rural Fire Director.

County general fund expenditures for 2010 are budgeted at \$9,171,476. Other County funds and current balances are as follows: Road and Bridge Fund: \$5,110,836; Capital Improvement Fund (dedicated for space needs): \$1,310,466; Capital Equipment Reserve Fund: \$637,377; Risk Management Reserve Fund (County is self-insured for health care): \$369,774. At present, total outstanding County indebtedness is \$1,043,009.

The County's current assessed valuation is \$322,636,327, an approximate nine percent decrease over 2009. An anticipated increase in the value of oil and gas property this year is expected to partially reverse this decline.

In 2010, the County levied 37.911 mills in property taxes. The County does not have a local sales tax. As a result of a wind farm recently approved for development, an estimated \$600,000 from in lieu of taxes will be remitted to the County in years one and two of its operation, and \$800,000 in year three; thereafter the amount will increase approximately one percent annually. Two other wind energy companies have meteorological towers in the County, and in recent months their representatives have made inquiry as to the County's permitting process.

Partnerships are a hallmark of service delivery. Ellis County partners extensively with other local governments and nonprofit agencies:

The County and the City of Hays share space for law enforcement functions and cooperate in other formal and informal ways. Dispatching services are County

wide and administered by the City of Hays.

The County has interlocal agreements with neighboring counties for specific recycling and hazardous waste management activities. The County is also a partner in a regional solid waste management authority and independently owns and operates its landfill and transfer station.

County planning services are combined and carried out by the Joint Ellis County Planning Commission.

Seventeen Northwest Kansas counties cooperate in the delivery of community corrections services, with the joint program administered by Ellis County. A similar pattern of interlocal service delivery exists for juvenile justice, mental health, public transportation and developmental disability services.

The County is a partner in the Northwest Kansas Planning and Development agency which functions as a rural planning authority.

The Board of County Commissioners makes appointments to the following boards and commissions:

Joint Ellis County Planning Commission

Ellis County Economic Development Coalition

Ambulance Advisory Board

Northwest Kansas Planning and Development Board

Solid Waste and Environmental Task Force

911 Task Force

Local Emergency Planning and Mitigation Planning Commission

Greater Western Kansas Regional Juvenile Detention Center

Northwest Kansas Community Corrections Board

Northwest Kansas Juvenile Services

GIS Board

High Plains Mental Health Center

Ellis County Historical Society

Ellis County Council on Aging

Ellis County Housing Authority

Public Building Commission

Ellis County Fair Board

Ellis County Rural Fire Advisory Board

Ellis County employs 176 persons full time. Employee benefits include group health insurance that is provided through a County self-insurance fund. Blue Cross/Blue Shield is third-party administrator for the plan. Employees' single and family health insurance premiums are paid fully by the County. The plan also includes a prescription drug card. Other types of optional health insurance coverage such as dental and vision are available. (No County funds are contributed.)

Employees receive retirement benefits through the Kansas Public Employees Retirement System. Employees hired after July 1, 2008, contribute six percent of their salary, and the County contributes 7.14 percent. Optional life insurance up to \$200,000 is available through KPERs. The County also makes deferred compensation plans available. (No County funds are contributed.)

Vacation and sick leave benefits are as follows:

1st year up to 5 days (prorated)

2-4 years - 10 days

5-9 years - 12 days

10-14 years - 15 days

Over 15 years – 18 days

Two floating and two personal days per year.

One day of sick leave per month

Employees are also eligible to receive annual bonuses that are calculated as a percentage of their salary and years of service.

III. County Government Opportunities and Challenges

The following issues have been identified by County Commissioners as those that likely will require the attention and expertise of the next County Administrator:

Consolidating County offices and facilities. Many County operations in the courthouse and in the field are experiencing serious space limitations. Development of a long-term facilities plan is needed for saving tax dollars and assuring quality services. The County has set aside approximately \$1.3 million in reserve funds to begin to address its space needs. What are the exact County space requirements now and in the future, and what are the most economical options for providing that space? Commissioners believe those options should include facilities partnerships with other units of government. The Board expects its new Administrator to work with a citizen-appointed Space Needs Committee and contribute leadership toward addressing the County's space challenges.

Detention Center Assessment. The County Detention Center was built in 1976; in recent years, demand for cells frequently exceeds its 30-bed capacity, requiring Ellis County to house its prisoners in other County detention facilities. The Board anticipates that the new Administrator will work with the Sheriff and Commissioners to analyze options for expanding detention capacity to protect public safety and maximize investment of County tax dollars.

Local and regional partnerships. In recent years, Ellis County has entered into cooperative ventures for service delivery with other jurisdictions within the County, especially with the City of Hays and neighboring counties. Current commissioners place a high premium on creating additional partnerships for service delivery and strengthening coalitions to influence state and federal decision making for the benefit of the region. They will look to the new Administrator for expertise and creativity toward this end.

Strengthening teamwork. Over recent decades, expansion of services and the growing complexity of administrative duties have made cooperation among Ellis County departments and agencies essential for efficient service delivery. What are the values that County department leaders have in common, and how can they be used to enhance a sense of shared purpose? What actions can be taken to improve internal communication, coordination and a flow of resources and expertise across department lines? How can a sense of teamwork among all departments be enhanced? The Board will look to its Administrator to facilitate cooperation and organizational allegiance.

Reducing administrative costs. The Board believes there are administrative practices that would benefit from more coordination and uniform policy application across departments and yield cost savings. Are there redundancies that can be eliminated? How can the County's purchasing policy be strengthened? Can administrative costs be lowered without sacrificing quality? Can the same outcomes be realized with less staff? Commissioners will look to the Administrator for creativity and expertise in addressing these questions.

Oversight of zoning regulations. The Board will seek guidance from the Administrator on advising constituents of zoning requirements, and assuring effective oversight and enforcement.

IV. Powers and Duties of County Administrator: Approved Position Description

The County Administrator is the Chief Administrative Officer for Ellis County and is responsible to the Board of County Commissioners [hence referred to as the Board] for efficient, effective, ethical and responsive administration of County services and programs.

Responsibilities

1. Responsible for the administration of the affairs of the County; assures that the state and federal laws, and County resolutions and policies are enforced;
2. Serves as the chief financial officer for the County with duties that include:
 - a. prepares, in consultation with County department directors, the annual operating and capital improvement budgets for Board approval;
 - b. oversees budget expenditures, revenues and accounting and makes regular written reports to the Board;
 - c. advises and regularly reports the County's current and projected fiscal condition to the Board;
 - d. adjusts, with Board approval, department expenditures, revenues, and budget allocations necessary to maintain fiscal integrity;
 - e. reviews and makes recommendations on proposed fire district budgets submitted for Board approval;
3. Develops in consultation with Commissioners agendas for Board meetings; prepares agenda packets distributed to the Board in advance of meetings; attends all Board meetings and provides written information as appropriate, on important issues considered by the Board;
4. Recommends, supervises and coordinates administrative efficiencies in services provided by County departments and agencies;
5. Researches public policy questions when requested by the Board; may advise and confer with the Board on policy-related matters.
6. Serves as human resource management officer and manages the County's human resources as follows:
 - a. with Board approval, appoints and removes appointed department directors;
 - b. provides day-to-day supervision for appointed department directors; recommends disciplinary actions to the Board as necessary for appointed department directors;
 - c. with performance feedback from Commissioners, conducts annual performance evaluations for all appointed department directors;

d. oversees human resource management functions and assures County actions are consistent with the employee handbook and collective bargaining agreements;

e. Serves as supervisor for employees who are not under the supervision of a county department;

f. recommends as necessary for Board consideration and approval revisions in the County position classification pay plan, employee handbook, collective bargaining agreements and other personnel policies; and

g. recommends as necessary for Board consideration and approval changes in staffing or organizational structure that could improve the efficiency and effectiveness of County services.

7. Oversees the execution of contracts, interlocal agreements, and other actions approved by the Board.
8. Provides for the care and management of all County-owned land, property, buildings, equipment, and inventories;
9. Performs the duties of County purchasing officer; exercises general supervision over County purchases in accordance with the budget and such policies as may be established by the Board;
10. Evaluates available federal and state programs, and advises the Board as to possible grants or other program benefits, and prepares and submits applications for such grants and benefits as the Board may direct;
11. Prepares in conjunction with appropriate County-appointed boards and at the Board's direction, short and long range plans to guide future decision making;
12. Seeks opportunities for interlocal cooperation; coordinates County programs and operations with other local governments, federal and state governments, and other governmental and nongovernmental agencies as designated by the Board.
13. Serves as the County's liaison to County boards and commissions, other governmental entities and partnerships, community organizations, private businesses and the news media as directed by the Board.
14. Performs such other duties as requested by law or resolution, or that may be requested by the Board, consistent with other job duties.

V. Qualifications for the Position of County Administrator

The Board of County Commissioners has established qualifications for the position of County Administrator as follows:

Minimum qualifications: 1) three years experience in managing a public sector department-level agency; 2) a bachelors degree in public or business administration, or related field from an accredited university; and 3) direct experience in public budgeting and finance.

Preferred qualifications: 1) five years experience in local government management as an Administrator or Assistant Administrator; 2) a masters degree in public or business administration or related field from an accredited university; 3) previous experience working in county government; 4) previous personal or professional experience with rural populations; and 5) membership in ICMA (International City and County Management Association).

VI. Qualities Desired in the Selection of a County Administrator

The Board of County Commissioners has identified the management qualities and practices desired in the selection of County Administrator as follows:

Ability to practice interpersonal diplomacy and cultivate internal teamwork. Positive interpersonal skills and cooperative relationships are essential for earning trust, building a shared sense of purpose and facilitating progress toward County goals. The Administrator will be expected to bring department leaders together to identify concerns, problem-solve issues, and find solutions for mutual gain and the public interest. Commissioners place a high value on collaboration and creativity, and will look to the Administrator to model these qualities and create an organizational climate where they can thrive.

An affinity for networking, and strengthening community and regional relationships. Attention to the internal organization will need to be balanced with a focus on external relationships where diplomatic skills are equally important. Commissioners expect the Administrator to be approachable, engaged in the community and responsive to concerns about County services. The Administrator should be capable of interacting with a diverse citizenry, and participating in networks in the community and broader region for the benefit of the County. The Board will expect the Administrator to nurture current service partnerships and discover opportunities for new ones.

Expertise in public policy and public management. Providing administrative leadership for a county organization is a multifaceted business requiring specialized knowledge and practices. The Board anticipates the Administrator will provide education on local issues and options for addressing them. The Board will also seek guidance on creative ways to reduce administrative costs without sacrificing service quality. Department directors may seek advice from the Administrator on resolving personnel issues and service challenges, and enhancing productivity. The Administrator will need in-depth knowledge of public finance and budgeting, human resource management, information technology, current and emerging local government issues, and intergovernmental dynamics.

Superior communication skills. Communication is at the heart of administrative leadership. The Administrator will need a demonstrated ability to listen, communicate County interests, translate complex information and explain County decisions to diverse stakeholders. The

Administrator will need knowledge of best practices in public communication in order to discover and use effective avenues for getting out the County's message. Superior writing and public presentation skills are also expected.

Skill at facilitating decision making. In community and organizational settings, a failure to resolve issues is rarely due to the lack of good solutions, but rather to the absence of agreement as to a preferred solution. As an organizational and community leader, the Administrator will need to understand and have patience with the dynamics of group decision making. He or she will need skills to assist group members toward agreement, whether that group involves the Board of County Commissioners, other elected leaders, County employees or community stakeholders. The Administrator must be a facilitative leader.

Allegiance to high standards of ethical conduct. The Administrator must possess an unblemished record of ethical conduct in all professional and community relationships. As the leader of the organization, the Administrator must set the ethical tone throughout the organization and provide guidance to employees for adhering to the highest standards of conduct. The value of open, transparent government should inform the Administrator's actions, and the advice he or she extends to the Board.

VII. Parameters of Compensation Package

The Board of County Commissioners is committed to offering a base salary, benefits package and employment agreement competitive with small and mid-size Kansas counties. The Board has agreed to establish the low end of the salary range at \$85,000.

The County provides employee benefits that include group health insurance (County is self insured) and retirement benefits through the Kansas Public Employees Retirement System. Participation in an optional retirement plan and possible vehicle stipend may be negotiated as a part of total compensation. Other benefits include paid vacation, and holiday and sick leave.

VIII. Tentative Timetable for County Administrator Recruitment

- March 15: Approve recruitment profile and announce vacancy
- April 15 Deadline for resume submission
- April 30 Citizen Screening Committee confidential report delivered to Board of County Commissioners (meetings in executive session)
- May 11: Board of County Commissioners announces finalists for position
- May 25: Board of County Commissioners interviews final candidates
(week of)
- June 7: Board of County Commissioners selects top candidate and extends employment offer
- June 14: Employment agreement approved and new County Administrator announced
- July 12: New County Administrator begins work (or as soon thereafter as possible)

IX. Announcement of Position (ICMA)

Ellis County, KS (28,000)
County Administrator

Award-winning community with robust economy and major state university alongside small-town way of life. Financial/commercial center for Northwest Kansas. Exceptional schools, cultural assets, natural resources, moderate cost of living create business and family-friendly community. Three-member Board of County Commissioners with four-year terms. One Commission seat on ballot in November, 2010. Total 2010 expenditures of \$16.6 million; 176 employees. Administrator serves as chief administrative officer with responsibilities for finance, purchasing, human resources, and policy research and recommendations. Salary, benefits, employment agreement: negotiable, competitive with other Kansas counties. Three years experience in managing public sector department; bachelors degree in public administration or related field; and public finance experience required. Five years experience in local government management as Administrator or Assistant Administrator; 2) masters degree in public or business administration or related field; 3) previous work experience in county government; 4) experience with rural populations; and 5) membership in ICMA preferred. Letter of application including resume, salary history, four work-related references (in one integrated e-file please) in confidence to search advisor: [HYPERLINK "mailto:mflentje@austinpeters.com"mflentje@austinpeters.com](mailto:mflentje@austinpeters.com) or mail: 543 N. Birkdale Court, Wichita, KS, 67230; or fax: 913-851-7529. Preference to applications received before April 15. Finalists subject to disclosure. Recruitment profile at www.elliscounty.net.

Recruitment Profile prepared by:

The Austin Peters Group, Inc.

The exception to the Commission's authority is the area with three miles of the City boundaries of Hays and Ellis which are governed by separate authorities.

This figure includes eight community corrections employees and four employees in the Court Trustee Office.