



# OCEANA COUNTY ADMINISTRATOR

## Position Announcement & Application Procedure

### ORGANIZATION BACKGROUND

Located in west-central Lower Michigan and bordered by Lake Michigan, Oceana County is home to approximately 26,500 residents. The County's total area consists of 536 square miles and boasts 27 miles of Lake Michigan shoreline. Our parks will put you on Lake Michigan beaches, a giant sand dune, inland lakes and rivers, a 22-mile paved rail trail, mountain bike trail, wetlands for bird watching, a spot to honor veterans or one that provides ton of activities for kids of all ages. Snowmobiling, hunting, kayaking, fishing, camping, boating, hiking and biking are several of the many options for recreation in the county. The 22-mile paved William Field Memorial Hart-Montague Trail, Michigan's first linear state park, begins in Hart and goes south to Montague.

Established in 1855, Oceana County's seat is located in the City of Hart. Oceana County has evolved from a lumbering and small farming community into a land of vast orchards, large fertile farms and wealthy resort areas. Tourism and agriculture are the cornerstones of Oceana County's economy and identity.

The position reports to the Oceana County Board of Commissioners, which consists of seven members elected every two years. Oceana County enjoys a stable financial base with opportunities for growth and development.

Please visit the County's website at [www.oceana.mi.us](http://www.oceana.mi.us) for further information.

**If you wish for your name and application to remain confidential during the consideration process, you must request the same.**

### POSITION RESPONSIBILITIES

The County Administrator serves as the chief administrative and fiscal officer. Recommends, implements, and oversees policies of the Board relating to administration, employee and labor relations, collective bargaining, budgeting and financial management, facilities management, technology, and other internal services.

Responsibilities include the following:

- Assists the Board and department heads in establishing strategic goals.
- Attends all board and committee meetings to provide advice, and present pertinent information to aid the Board in making decisions and establishing policies.
- Oversees benefits coordination and the processing of payroll and all related records management.
- Monitors appropriations to departments, agencies, and programs funded by the county.
- Acts as a liaison between the Board and county departments, other elected officials, local units of government, various agencies, and other communities on federal, state, county and community issues.
- Effectively communicates with elected officials and departments to resolve operational problems. Revises and develops policies dealing with new or changing circumstances.
- Coordinates independent auditing services and other contractual and professional services.

Oceana County has an experienced and talented staff of about 100 employees. All appointed officials report directly to the County Administrator. The position is responsible for meeting the goals and objectives with a \$39 million budget. The salary range is \$85,000 - \$104,000 and includes a comprehensive benefit plan.

### QUALIFICATIONS

Preferred candidates will possess a Bachelor's Degree in public administration, business management, accounting, finance or equivalent work experience with at least 5 years of demonstrated evidence of strong professional, managerial, and administrative leadership. Thorough knowledge of governmental accounting, regulatory compliance, and the structure of state and local governments is required. Knowledge and skill in effective communication and media relations is preferred.

Successful candidates must have high integrity and ethical standards, be forward-thinking and innovative, possess team building and leadership skills, and have experience with financial planning, strategic planning, budget development and monitoring. Must also have a high degree of organizational and writing skills.

### TO APPLY

To receive full consideration, qualified candidates must submit a letter of interest including salary requirements and an up-to-date resume by February 25, 2022. Strong candidates will be contacted for additional information and a possible on-site interview. Final candidates will interview with the Search Committee. We expect this position to be filled by May 2022.

Submit Letters of Interest, resumes and all credentials via email to:

Oceana County  
Financial/HR Coordinator  
[sbecker@oceana.mi.us](mailto:sbecker@oceana.mi.us)

**DEADLINE TO APPLY: 02/25/2022**