



# CHIEF ADMINISTRATIVE OFFICER

**\$110,000 - \$185,000**

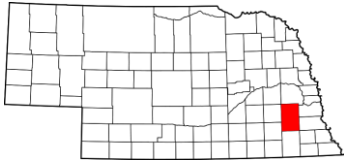
*Plus Excellent Benefits*  
**(New Increased Salary!)**

Apply by  
**November 24, 2019**  
(First Review, Open Until Filled)

**PROTHMAN**



## WHY APPLY?



Located in southeastern Nebraska, Lancaster County is the second most populated county in the state.

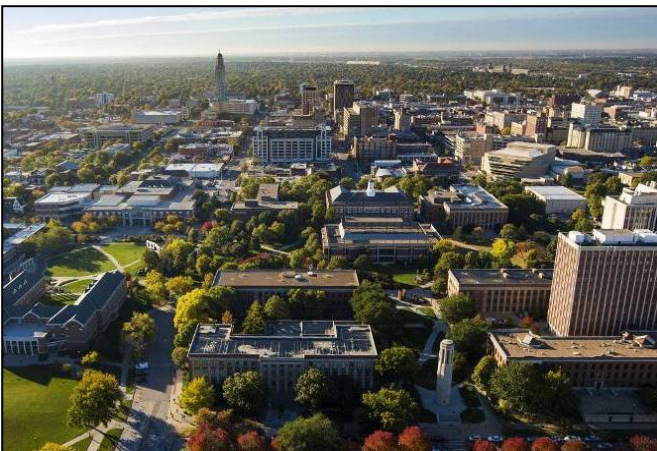
With the capital city, Lincoln, as well as several smaller towns including Waverly, Raymond, Malcolm, and Denton among others, Lancaster County offers the perfect mix of urban and rural living. As well, Lincoln is a livable, small city with a diverse economy and bright future. The University of Nebraska is a great addition to the landscape and the economy, adding 22,000 students and a healthy set of college-town amenities.

This is an excellent opportunity for a talented public sector management professional to make a difference in a high-performing organization that employs the use of best practices.

## THE COMMUNITY

Lancaster County offers a diverse blend of residential, commercial, industrial and government properties. With a large population of over 275,000, the city of Lincoln encompasses only 11% of the land mass but is home to 90% of the county's population. Functioning as a community, Lancaster County supports the city of Lincoln's local government services while still performing the tasks of a county.

The city of Lincoln has a historic and vibrant downtown that offers a wide variety of eating establishments, an energetic nightlife, and numerous office and residential buildings. The core of the downtown area is the home of the University of Nebraska.



The Lied Center for Performing Arts anchors the cultural entertainment for the City and the recently completed Pinnacle Bank Arena is the premier site of many sports and entertainment events. The Railyard on Canopy Street is Lincoln's premier entertainment district. This lively venue features over 13 restaurants and bars, live entertainment, a public market, a seasonal ice-skating rink, and THE CUBE.

Lancaster County offers many opportunities for outdoor adventures. There are 7 state recreation areas with capabilities for fishing, boating, and camping. Within the city of Lincoln, there are 125 city parks, 9 recreation centers, 10 public swimming pools, 5 public golf courses, and over 131 miles of hard surface and crushed rock trails. Enjoying the outdoors is a fundamental part of life in Nebraska! Spectator sports in the area include USHL Tier 1 hockey, minor league baseball, area high school and college sports, and the University of Nebraska Cornhuskers!

Education is of utmost importance in Lancaster County. The Lincoln Public School system is one of the premier school districts in the Midwest. It is the second largest public-school system in Nebraska, serving over 39,000 students at 38 elementary schools, 11 middle schools, and 6 high schools. In addition, Lincoln has 5 parochial and private school systems. Outside of the capital city, there are 4 additional school districts serving the students in the rural areas of the county. Although they are smaller in size, they all strive for the same excellence in education.

Higher education is also a top priority in Nebraska. In addition to the University of Nebraska, Lincoln is home to several other colleges including Nebraska Wesleyan University, Southeast Community College, Bryan College of Health Sciences, Kaplan University, and Union College. Doane College is located in nearby Crete, Nebraska and also has a satellite campus in Lincoln.

Currently, Lincoln is experiencing an influx of skilled young talent. More secondary education students are staying in Lincoln post-graduation to begin their careers and families due to the array of opportunities in Lincoln and the comfortable quality of life. Named as one of the nation's Best Places to Live, as well as a Best Place to Raise a Family, Lincoln, Nebraska possesses a unique blend of culture, education, housing, and job opportunities that make it the ideal city to live in and plant roots. Lincoln boasts a vibrant community without sacrificing its Midwest values.

## THE COUNTY

Lancaster County is governed by five County Commissioners who each serve four-year terms. The Commissioners appoint a County Administrative Officer who coordinates the day-to-day activities of the organization and helps ensure compliance with County policy.

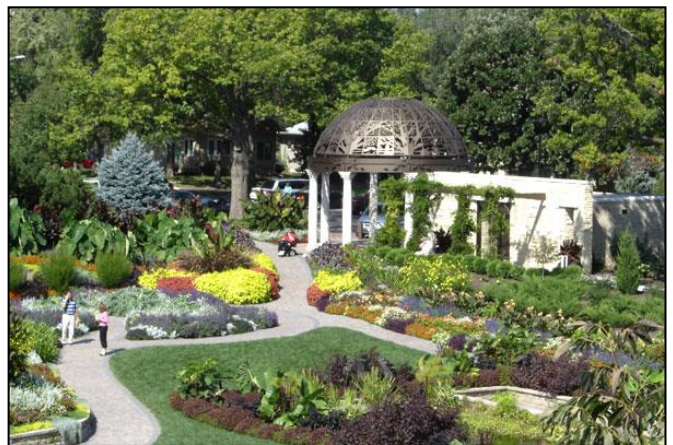
The Board of Commissioners is responsible for the management of county funds, care for county property, adoption of the county budget, setting of tax levies and salaries of elected and appointed county officials, and administration of several programs established by state law.

The County has an elected Assessor, County Clerk, County Engineer, County Attorney, Public Defender, Clerk of the District Court, District Court Judges, Sheriff, and Treasurer. Other non-elected major departments include: Budget & Fiscal, Community Corrections, County Court, County Corrections (Jail), County Engineer, District Court, Election Commissioner, Emergency Management, General Assistance and Human Services, Juvenile Court, Mental Health Crisis Center, Property Management, Public Defender, Records Management, Risk Management, Veterans Service Center, Weed Control Authority, and Youth Services Center.

Other appointed officials include the County Administrative Officer and County Counsel. The County also provides Aging Partners, Building & Safety, Health, Human Resources, Information Services, Lincoln City Libraries, Planning, and Purchasing jointly with the City of Lincoln. The County operates with 878 FTE's on a 2019 adopted budget of \$192.2 million.

## THE POSITION

The Chief Administrative Officer (CAO) is the top appointed management positions in Lancaster County and serves "at will", at the pleasure of the County Board of Commissioners. The Chief Administrative Officer performs highly responsible administrative work in the coordination and management of internal and/or external County Board functions and serves as the department head of County Administrative Services. Work involves responsibility for exercising professional judgment involving a wide variety of public, intergovernmental and interdepartmental contact. The CAO will have responsibility for researching and reviewing projects assigned by the County Board and coordinating projects with county departments, civic organizations and the general public. Direct reports include County Directors, the Deputy Chief Administrative Officer and any other support staff within County Administrative Services.



### Responsibilities Include:

- Advises the County Board on matters of policy/administration; directs the preparation of information for the use of the County Board in making programmatic/policy decisions; briefs the County Board on issues requiring County Board action; attends County Board meetings, takes part in discussions/recommends measures for adoption; directs preparation of meeting agendas, informs the County Board of pertinent items on the agenda which require particular attention and/or concern.
- Researches administrative/municipal issues pertaining to County government; identifies problems, needs, and opportunities for the county and develops appropriate program planning and development efforts

- Analyzes the impact that political, programmatic and policy changes will have on County operations; monitors State/Federal legislative activity to assess the potential impact on the county.
- Develops, interprets, and administers policies as directed by the County Board; monitors/evaluates the efficiency, effectiveness, and cost effectiveness of the county's service delivery and governance with emphasis on the departments/functions under the authority of the County Board; provides on-going analysis/review of county programs. Deliver necessary metrics and data analytics in order to provide valuable information and assist in decision making while analyzing impact and need.
- Assists the County Board in executing a strategic business plan that presents the opportunities, needs and problems facing the county and which sets goal-oriented solutions; oversees review of the strategic business plan at regular intervals to determine long range funding for current and future needs; ensures appointed department heads develop strategic business plans; analyzes policies, procedures, and legislative issues that impact the effective execution of the strategic plan; in collaboration with the County Board, updates the strategic business plan to meet changing environments.
- Serves as the key contact between County Legislative Consultants, County Board, Elected Officials and Department Directors; prepares annual legislative objectives, review and draft legislative bills; prepares written/oral testimony as needed.
- Assists the County Board in establishing and maintaining effective relationships with elected officials, external agencies, governmental agencies, and community organizations; acts as the principal liaison between the County Board and all departments, boards, commissions, and agencies under the County Board's span of control; represents the County Board on various committees as assigned.
- Administer, direct and coordinate the operations and execute line of authority over County Departments, including performance evaluation and management responsibilities of County Department Directors. Will work in collaboration with the County Board and other appropriate departments on hiring and termination of County Department Directors.
- For appointed departments, oversees and provides administrative direction for operations, programs and personnel.
- For Elected Officials' offices, assists the County Board in various liaison functions and provides centralized administrative services and other support functions.
- Serves as the County Board's representative for the Lancaster County Employees' Retirement Plan; facilitate and coordinates the Lancaster County Pension Review Committee.
- Facilitate and coordinate the County Board weekly staff meetings and bi-monthly Management Team meetings.
- Represents the County Board at business and civic meetings; briefs the County Board on the concerns and needs of citizens and citizen groups; writes speeches, press releases, and ceremonies or formal meetings as required.
- Serves as the department head for the Administrative Services Department including all related management functions of assigned subordinates. Prepares annual department budget.
- Act as County Board liaison to the Emergency Operation Center during emergency activations; provide assistance to Emergency Services Coordinator as needed.

## OPPORTUNITIES & CHALLENGES

### National Best Practice Models

There is a great deal of research available on national best practices and data-based decision making. Lancaster County would be better served by utilizing this information available from other jurisdictions and the National Association of Counties.

### Nebraska Legislature

Decisions made by the Legislature on everything from justice reform to infrastructure financing affect the County. It is important to continually educate State Senators about Lancaster County's issues and monitor legislative bills for potential impacts. Focusing in on legislative priorities that have been held over from year to year and moving into the future to create legislation in partnership with our lobbyist that benefit the residents of Lancaster County will be a challenge for the new CAO.

### Management Turnover

As baby boomers age, Lancaster County is seeing significant turnover among elected officials, department directors, and senior leadership. The development of a management level on boarding program would be advantageous for the County's new employees, along with creation of a meaningful metric for department director evaluations.

### Moving the County Forward

Working with staff, the Board & elected officials to modernize operations and move the County forward into the future will be a priority. The selected candidate must have the ability to help address the needs of a growing and changing County, especially aging infrastructure and increasing population in jail, and will strive to continuing to build relationships and increase partnerships/collaboration with other elected officials.

### Diversification of Revenue

Lancaster County can no longer be dependent upon property taxes alone. Efforts to move toward a more "fee based" system would require a statutory change but would allow costs to be paid by those utilizing the service.

### IDEAL CANDIDATE

#### Education and Experience:

Graduation from an accredited college or university with a master's degree in public or business administration, management or related field or graduation from an accredited College of Law, plus six years of experience in governmental administration at the division or department head level.

#### Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of County Board policy and of legislative processes involved in local government.
- Knowledge of computer applications as they relate to public budgeting and management activities.
- Knowledge of general legal provisions and statutes affecting the operations of county departments.
- Ability to analyze and interpret technical and legal information, submit oral and written reports, and communicate effectively both orally and in writing.
- Proven ability providing effective leadership, decision-making, and coordination in developing solutions to complex staff and organizational issues.

- Skill in establishing and maintaining effective working relationships with governmental officials, representatives from the community, County Board personnel and the general public.
- Experience establishing program objectives and performance goals and assessing progress towards their achievement.
- Ability to handle difficult and emotionally charged situations diplomatically.
- Ability to oversee and ensure effective and progressive management of all appointed Department Directors including annual performance reviews.
- Experience holding public trust and an understanding that this is one of the most visible positions within the County.
- Ability to uphold personal and professional integrity, ethics or behavior through County staff to citizens of the County.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

### COMPENSATION & BENEFITS

- **\$110,000 - \$185,000 DOQ**
- Medical, Dental and Optional Vision Coverage
- Life Insurance - \$50,000
- Long Term Disability
- 120 Hours Vacation Annually
- Paid Holidays
- Defined Contribution Retirement Plan (8% employee contribution and 8% employer match)
- VEBA Trust Post Employment Health Plan

Please visit:  
[www.lancaster.ne.gov](http://www.lancaster.ne.gov)

Lancaster County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 24, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to [www.prothman.com](http://www.prothman.com) and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Ste 310  
Issaquah, WA 98027  
206.368.0050