



Employment Opportunity

Job Title: Community and Environmental Protection Services Director

Department: Community and Environmental Protection Services

Salary Range: DOQ up to \$93,990/Annually, plus benefits (pending final review)

Winona County is merging its Planning, Environmental Health, and Emergency Management departments and is now seeking qualified applications for the position of Community and Environmental Protection Services Director.

Purpose: To provide and administer a comprehensive program of planning, environmental health, and emergency management services for county residents ensuring that their needs are provided for in accordance with county, state and federal regulations, policies and procedures in an effective and efficient manner.

Responsibilities: The following duties are examples of functions performed for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responsible for developing a program to provide information, technical service, basic data, and long-range projections as a basis for consistent area-wide planning. Reviews study designs and technical aspects of local and area functionally planning programs and directs the development of the countywide planning framework. Works closely with the Planning Commission, Board of Adjustment, and County Board to maintain and implement the Comprehensive Land Use Plan, Water Management Plan, and all associated ordinances and regulations. The Director also maintains and enforces subdivision regulations, floodplain, shore land, wetland, and weed and seed laws for lands outside incorporated areas.

Chief administrator of the Solid Waste, Environmental Health, Household Hazardous Waste Sustainability, and Recycling Programs; exercises overall responsibility for Solid Waste Administration for the County. Provides overall management of all aspects of Environmental Services, including Environmental Health, Recycling, Household Hazardous Waste Sustainability, and Water Quality. Coordinates with local government agencies on matters relating to all environmental services. The Director plans program goals and objectives and sets program priorities. Evaluates legislative issues and brings forward information to the County Board.

Performs highly responsible administrative work planning, organizing, developing and coordinating the activities of Emergency Management. Work is performed within specific guidelines and procedures developed by the Federal Emergency Management Agency (FEMA) and the State Department of Public Safety, Division of Homeland Security Emergency Management. Responsible for coordination of emergency management functions for individual community organizations as well as coordinating response to actual disaster emergencies. Duties are generally of routine, recurring nature, involving substantial documentation of emergency plans, annexes, and budgets. During actual

emergencies/disasters the employee must exercise problem-solving skills and may be required to work long difficult hours.

Directs the preparation and oversees the apportioning of department budgets; prepares oral and written reports and appropriate correspondence for presentation to the County Board/Board of Health, Advisory Committee(s), State and Federal agencies of other involved organizations; acts as liaison between departments and general public; reviews, evaluates and recommends personnel changes and administrative policies/procedures; recommends new staff including hiring and discharging; executes and administers contracts for health and human services as authorized by the County Board; is responsible for overall department management; promotes cooperative interdepartmental relationships and collaborative efforts with other organizations, townships and agencies; performs supervisory duties and responsibilities; performs other related duties as required.

Knowledge, Skills and Abilities:

Requires extensive knowledge of planning, environmental health, and emergency management service programs, policies and procedures along with a thorough understanding of state agency's policies and procedures; have considerable knowledge of legislation and rules both on a federal and state level pertaining to department programs and their applicability to operations; requires the ability to establish a working relationship with other county department heads, the general public and department personnel for purposes of establishing and carrying out program objectives; be able to communicate effectively and efficiently, both orally and in writing; requires the ability to interpret and implement reports, case files, rules, bulletins, directives, and etc. governing the department; have the ability and knowledge required in directing and supervising a department; be able to analyze and make independent judgments based on department objectives; support a philosophy of collaboration.

Qualifications:

Bachelor of Arts or Science in Planning or Public Administration (Master's preferred) or related field or at a minimum have a Bachelor's Degree in Planning, Landscape Architecture, Environmental Health, Sanitary Science, Sanitary Engineering or related field, and five years of work experience in the planning and environmental field, and at least four years of progressive responsible experience in an administrative or supervisory capacity in the planning and environmental field or public or private environmental/solid waste program, or an equivalent combination of education and experience. An emphasis in service integration is highly desirable. Essential duties require current valid driver's license.

To Apply:

Please send resume, cover letter, salary history, work-related references, and a signed acknowledgment indicating the submitted materials are true and correct (see Appendix A) to Maureen L. Holte, Personnel Director, 177 Main Street, Winona, MN 55987 or email to personnel@co.winona.mn.us.

Closing Date:

Deadline to apply is 4:30 p.m. June 30, 2011.

Individuals who have previously applied for this position do not need to resubmit application materials as indicated above but must officially notify us in writing (e-mail is acceptable) of the desire to be considered for the position. Updates to previously submitted application materials may also be submitted by the June 30, 2011 deadline.

Visit our website: www.co.winona.mn.us

Winona County Personnel Department
APPENDIX A

I CERTIFY that all statements made within the submitted materials for consideration of employment are true and correct. I understand that all information is subject to verification. I also understand that any falsification will disqualify me from employment or, if already employed, will result in dismissal. I also understand that it is my responsibility to notify the Winona County Personnel Department, in writing, of any changes in my availability (hours or location) or my phone number or address. My signature AUTHORIZES Winona County to secure my driving record (if the position requires driving), transcripts from education institutions to verify credits/degrees, and information needed to complete a criminal background check. It also authorizes collection of any employment-related information deemed necessary from former employers or personal references.

Date

Applicant's Signature

Community and Environmental Protection Services Director Position Profile



Visionary Leader Sought

A visionary, open-minded, team oriented leader who can communicate with and inspire the public is the best fit for Winona County.



The Ideal Candidate

Winona County is looking for an individual who is committed to the principles of organizational excellence.

The ideal candidate will be a leader and a visionary, as well as an active and energetic individual of exemplary character and the highest integrity. The Community and Environmental Protection Services Director will also be honest, fair, a collaborator, organized, driven to process improvement, customer service oriented, have high moral standards, a sense of humor, strong problem solving skills, excellent people skills and be approachable, and involved in the community.

Competence in strategic planning, goal setting, performance evaluation, organizational assessment, and financial management is important. The individual will have a career path demonstrating progressively more responsible public and/or private sector experience.

The Position

The County's utmost desire is to have a well-run department and expects the recent management improvements to continue. The successful Community and Environmental Protection Services Director will embrace the community and strive to be a part of the future. Winona County is thoughtful and progressive and will look to the Community and Environmental Protection Services Director for ideas to handle challenges and to continue to advance a forward-looking agenda as the County embraces a new and exciting future.

Winona County is currently accepting applications for the newly-created position of Community and Environmental Protection Services Director to lead the newly-consolidated Community and Environmental Protection Services Department (Planning, Environmental Health, and Emergency Management). Winona County is looking for an experienced manager who can lead the newly-created department during one of the most challenging times in local government history. This individual will be an optimistic and energetic leader that knows the current challenges afford us an opportunity to create more effective and efficient services while serving the taxpayers and protecting employees. Key attributes for the ideal candidate include, but are not limited to:

- Understands that clients served include users of the services, the taxpayers, and employees within the department and throughout the organization, partner agencies and organizations in the community, the organization's management team, the County Board, and the state agencies that created many of the services the department implements.
- Willingness to listen to the input of the exceptional people within the organization and implement changes to make the effectiveness and efficiency of the services even better than they are today.
- Ability to be a key member of the management team that helps promote improved government services.
- Ability to analyze complex situations and the courage to make difficult decisions that have a great impact on people's lives.
- Understands the need for continual professional development for themselves and the management and staff in the department.
- Has the proven ability to build partnerships to better coordinate community services.
- Ability to look at operating systems from the "big picture" and develop those systems to enhance services and close "cracks" in the system.

- Willing to learn how other departments and agencies can assist in service delivery while avoiding the power struggles that can appear.
- Understands that management's role is to implement the policies adopted by the County Board, along with the understanding that the County Board, County Administrator, and community is looking for professional guidance and insight in setting those policies.
- Is not willing to accept "good enough" when it comes to community and environmental protection, and emergency management services. Must always be striving for excellence.
- Supports development and implementation of preventative models (environmental impacts, public safety, emergency management, planning, etc).
- Recognizes that this position is an important leadership position within the community and must act accordingly.
- Demonstrates a pattern of honesty, integrity, fairness, and ethical actions.
- Provides leadership that ensures effective and efficient delivery of quality services.
- Plans, develops, and implements short-term and long-term objectives, operating policies, and procedures in order to accomplish departmental goals and objectives.
- Provides the County Administrator, County Board, and Planning Commission with comprehensive information regarding programmatic outcomes, alternatives, recommendations, and initiatives.
- Supports and promotes policy positions of the County Board and County Administrator.

Management Capabilities

- Ability to maintain effective internal and external relationships and communications with the County Board, County Administrator, Planning Commission, Board of Adjustment, and other County officials, townships, and outside entities and contractors.
- Ability to provide strong leadership to subordinates to accomplish goals and mission of the County and the Community and Environmental Protection Services Department, and Emergency Management, particularly during times of change.
- Must possess strong customer service and public relations skills.
- Ability to coordinate professional development of staff.

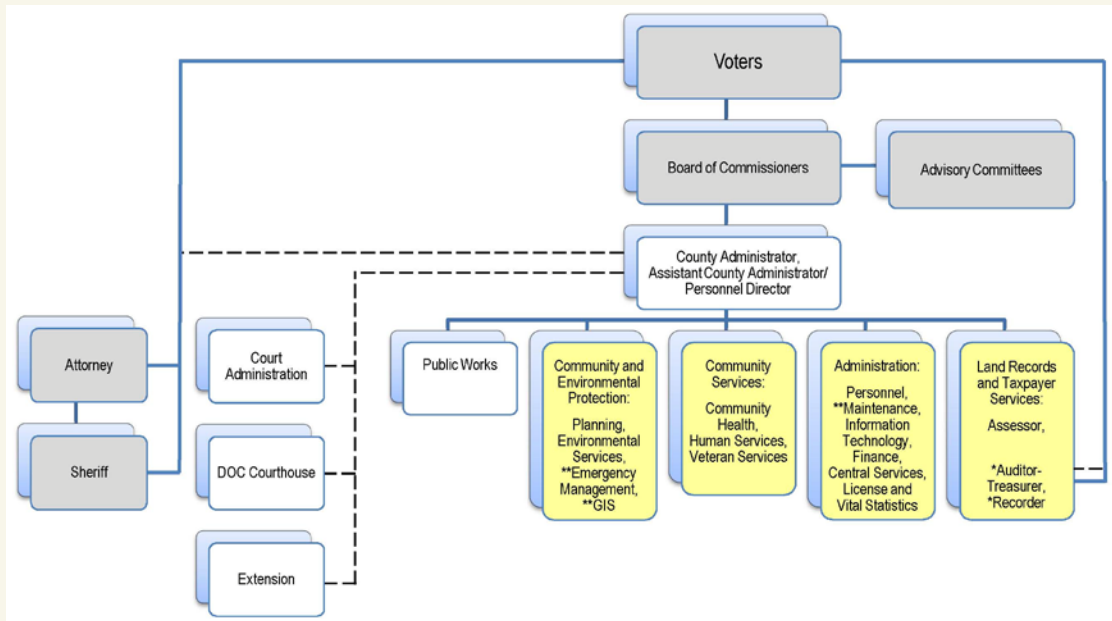
Position Priorities and Expectations

- Commit fully to the integration of the existing Planning, Environmental Health, and Emergency Management departments into the newly-created Community and Environmental Protection Services Department.
- Lead the Community and Environmental Protection Services Department through the integration/transition process; motivate staff to accept and embrace change, while supporting the mission statement.
- Provide the best services available within the economic, social, legislative, and other constraints of the County, and the unique strengths, weaknesses, and issues of each.
- Commit the time to learn and understand the County, the office, and the programs and services provided.
- Seek new revenue sources and expenditure reductions, while maximizing current revenue sources and expenditure reductions.

Required Background and Experience

Bachelor of Arts or Science in Planning or Public Administration (Master's preferred) or related field or at a minimum have a Bachelor's Degree in Planning, Landscape Architecture, Environmental Health, Sanitary Science, Sanitary Engineering or related field, and five years of work experience in the planning and environmental field, and at least four years of progressive responsible experience in an administrative or supervisory capacity in the planning and environmental field or public or private environmental/solid waste program, or an equivalent combination of education and experience. An emphasis in service integration is highly desirable. Essential duties require current valid driver's license.

Winona County Organizational Chart



Winona County is seeking a Community and Environmental Protection Services Director. The first responsibility of this newly-created position will be the successful integration of the existing departments of Planning, Environmental Health, and Emergency Management. The resulting Community and Environmental Protection Services Director will have a total combined staff of 17. Salary range, dependent upon qualifications, up to \$93,990 (pending final review). The County provides an attractive benefit package including health, dental, and life insurance; flexible benefits plan; optional long-term disability, and accident and health insurances; vacation and sick time; professional development; and retirement contributions through the Minnesota Public Employees Retirement Association (PERA).

To Apply

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Closing Date

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Estimated Timetable

- 06/30/2011: Deadline for Applications
- 07/15/2011: Review Applicants/Select Candidates
- 07/18/2011-07/22/2011: Initial Interviews
- 07/25/2011-07/29/2011: Second Interviews
- Mid-August 2011: Approximate Start Date

The Challenges

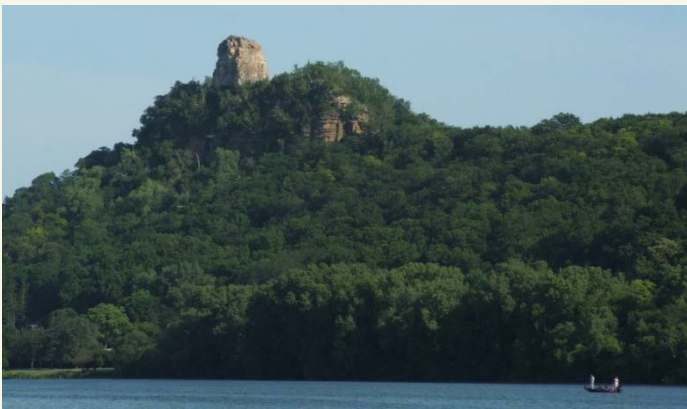
Because of effective budgeting and revenue forecasting along with structural changes, the county has been able to absorb recent revenue cuts while still maintaining quality services; however, challenges still do exist. Some of the challenges facing Winona County include continued reductions in funding from State and Federal resources; an increase in unfunded mandates; changes in leadership; and advancing the organization’s performance-focused, outcome-based direction.

Other challenges may include effective integration of the departments being merged; provide leadership in establishing an enhanced Economic Development program.

County Overview

Located in the southeastern corner of Minnesota along the Mississippi River, Winona’s landscape is adorned by bluffs and water which offers its residents both recreation and beauty.

The downtown skyline is dominated by Sugar Loaf bluff which towers some 500 feet high along the original course of the river, and by the prominent architectural features of its unique historical buildings.



A rich sense of culture is displayed through art and theatre, as well as the many historical landmarks throughout the area. Winona is home to three major universities as well as top notch primary education centers. Medical services and facilities provided by Winona Health offers the community dynamic health-care with a personal touch. While still providing all of the resources of a larger community, Winona creates a small town atmosphere making it a wonderful place for anyone to call home.

Winona County offers its community an exceptional work culture through organizational effectiveness, a strong customer focus, and attentiveness to its citizens.

The work culture in Winona County is a supportive and inventive community which offers the employees opportunities for both personal and professional growth. Our employees operate as a team and provide each other with positive reinforcement and suggestions for improvement as needed. Winona County provides a flexible work environment while still operating within the framework of its mission. Winona’s attention to customer focus makes for effective and efficient service to the community members. All individuals both internal and external are treated in a respectful and courteous manner. We strive to provide straight forward and accessible service through our “single point of contact” information method. Feedback from the community and its citizens will be valued through the process of improvement. Winona County Government provides its community with exceptional service and a friendly atmosphere for both residents and visitors.

Economic Characteristics

With a diversity of industry, shopping, education, and people, Winona is supported by a healthy economy. There are over 100 local manufacturers, with no one dominant player. The area is known as a major manufacturing and shipping center set amongst an agricultural region. Winona exhibits a progressive business climate through a variety of entities in the industrial, agricultural, technological, service, and retail fields. It is already home to many nationally known manufacturing companies, but also entices new business establishments with its location and atmosphere. The county continues to expand its' workforce as it embraces new methods of technology and education, as well as a new generation of workers.

Transportation

Winona is in close proximity to major highways, airports, railways, and bodies of water. Whether you are driving, flying, or taking to the water, Winona is accessible in a number of different ways which make it a convenient location for both business and travel. Rochester, Minneapolis, La Crosse, and Chicago are all within driving distance of the county and offer major airports for convenient travel. Amtrak offers railways which can take you anywhere from Chicago to the Pacific Northwest. Those commuting to Winona will find it to be a convenient and easily accessible area no matter what the mode of transportation.

Education

Winona offers both public and private schools: 17 elementary schools, 8 middle schools, 7 high schools, and 3 post-secondary schools which include Minnesota State College Southeast Technical, Winona State University, and St. Mary's University, for an estimated total enrollment of more than 9,000.

Recreational Opportunities

Residents and visitors alike can enjoy an abundance of outdoor recreational activities throughout the county's parks, lakes, rivers, and wooded areas. Boating, golfing, fishing, hiking, cycling, and horseback riding are some of the more popular activities enjoyed during the summer. While winters in Winona offer opportunities for downhill skiing, ice fishing, dog sledding, snowshoe treks, and cross country skiing. Winona also offers a wide range of activities suitable for any time of year including ice skating, theatre, cultural museums, historical sites, shopping, dining, and much more.

Municipalities

Winona County encompasses 626 square miles and includes 19 townships. It is home to an estimated 50,000 residents with the majority (65%) living in urban areas. Throughout the 19 townships lakes, rivers, and streams comprise approximately 15 square miles of the county. Winona also boasts a number of other parks, scenic roads, historical sites, and museums.

Questions

Questions should be directed to Duane Hebert, Administrator, at (507) 457-6355.

Other Relevant Details

Winona County is an Equal Opportunity Employer and a drug-free workplace. Veteran's preference will be granted if applicable under Minnesota Law.