



COMMISSIONERS' ADMINISTRATIVE
DIRECTOR/COUNTY ADMINISTRATOR

CAMPBELL COUNTY

Wyoming



THE *Community*

Located in northeastern Wyoming, Campbell County has a population of 46,140 and covers 4,802.71 square miles. The County was officially organized in 1913 out of the western halves of Crook and Weston Counties, and it includes the incorporated communities of Gillette (its county seat) and Wright. Known as the Energy Capital, Campbell County has vast deposits of coal, oil, natural gas, and uranium. Situated midway between the Black Hills and the Big Horn Mountains, it is home to the largest surface coal mine in North America, and the Pronghorn Antelope herds nearly exceed the resident population.

Campbell County has seen steady population growth in recent years and was recently listed in a popular agricultural magazine as one of the top 100 places to live in rural America. The County has one of the higher average incomes in the state, with an average of between \$880 and \$1,200 per week, and has a 3.0% unemployment rate, also among one of the best in the state. Ninety one and a half percent of the County's residents over 25 have a high school diploma, and only 7.7% of residents live below the poverty line.

Top employers in Campbell County include Campbell County School District, Peabody Energy, Thunder Basin Coal, Campbell County Health, Cloud Peak Energy, and Arch Coal. Thirty percent of the nation's coal is produced in area surface mines in Campbell County. The Oil & Gas industry is another major contributor to America's economy and the County's prosperity. Resources in Campbell County are responsible for the generation of 10% of the British Thermal Units (BTUs) of energy produced in the United States. Ranching is the predominant land use, as herds of cattle and sheep graze among large herds of deer and antelope. Every year in the fall, the abundance of wildlife attracts hunters from around the world.

In addition to hunting, residents and visitors enjoy the many recreational amenities the area has to offer, including fishing, boating, baseball, hiking, golfing, horse racing, and rodeo. Campbell County offers a variety of cultural and social activities extraordinary for a rural area, from its beautiful golf courses to the events at CAM-PLEX, a multi-events facility, which offers world class concerts and touring companies of Broadway plays. CAM-PLEX is also the site of horse shows, rodeos, conventions, and the County Fair. Other tourist attractions and annual festivals include Rockpile Museum, AVA Community Art Center, Farmers Market, Pyrotechnics Guild International Convention (2019), and National High School Rodeo.

THE COMMUNITY CONTINUED

Students in Campbell County are served by the excellent Campbell County School District #1, with a total enrollment of 8,750 students in grades K-12 across 24 campuses. The District offers a variety of athletics and special activities, including football, basketball, track, swim team, speech and debate, and drama. John Paul II Elementary School is a private school option located in Gillette. For those seeking higher education, Gillette College is located in Gillette and is part of the Northern Wyoming Community College District.

Campbell County has a median income of \$80,178 and an average home price of \$213,900.



GOVERNANCE *and* ORGANIZATION

Campbell County is governed by a Board of Commissioners whose five members are elected on a staggered basis and serve four-year terms. The Campbell County Board of Commissioners is the executive, legislative, and judicial governing body for Campbell County.

The County is comprised of 25 departments providing the following public services: Airport, Parks & Recreation, Health and Human Services, Early Childhood Education, Public Safety and Emergency Services, Building and Planning, Community Justice, Prosecution, Public Works, Solid Waste, Finance, Information Technology, Risk Management, and Human Resources.

In the current fiscal year, Campbell County has 553.70 budgeted full-time equivalent (FTE) positions and an annual budget of \$98,000,000.

MISSION STATEMENT:

To provide quality, efficient, and cost-effective services for all of Campbell County residents through sound decision-making and fiscal responsibility.



ABOUT *the* POSITION

The Commissioners' Administrative Director/County Administrator is responsible for the management and leadership of all Commission Office services, staff, and activities and coordinates the development and implementation of the Board of Commission's philosophy, goals, objectives, policies, and priorities. Direct reports include the Treatment Court Coordinator, Juvenile Probation Director, ITS Manager, Fleet Manager, Emergency Management Coordinator, Grant Specialist, Finance Manager, Public Information Coordinator, and Senior Administrative Assistant. The Director/Administrator also interfaces regularly with the following officials who report to the Board of Commissioners and to separate Boards: Human Resources / Risk Management Director,

Children's Center Executive Director, Library Executive Director, Rockpile Museum Director, Parks & Recreation Executive Director, Public Works Executive Director, Road & Bridge Executive Director, Airport Executive Director, Weed & Pest Director, Public Health Executive Director, Fire Chief, and CAM-PLEX General Manager. Additionally, the Director/Administrator is expected to work closely with the following independently elected officials: County Attorney, Coroner, Clerk of District Court, Sheriff, County Clerk, Assessor, and Treasurer. Ensuring that the needs of residents will be met with the highest degree of professionalism and outstanding customer service will always be a priority.

CHALLENGES *and* OPPORTUNITIES

- **Economic Diversification:** Campbell County is a key player in the area's desire to diversify the local economy and advancing coal conversion technology development by leveraging key research and development partnerships, including the University of Wyoming, the Advanced Carbon Products Innovation Center (ACPIC), and the Integrated Test Center (ITC), which involves the design, construction, and operation of a coal fired power plant to study the capture, sequestration, and management of carbon emissions. The desire is to brand Campbell County as "Carbon Valley" for advanced research in alternative use of coal and carbon byproducts.
- **Implementation of new County-wide Computer Enterprise System:** Campbell County recently awarded a \$1.8 million contract to convert most of the organization's enterprise software packages over the next two years utilizing Tyler Technologies' platform.



CHALLENGES AND OPPORTUNITIES CONTINUED

- **New County Facilities:** The County recently acquired a vacant office building adjacent to the Courthouse and is commencing design work to accommodate various departmental operations that will be relocated to the new building coupled with the re-alignment of operations that will remain in the current county complex. Similarly, the Road & Bridges Department is preparing for a relocation of their operations to a former industrial complex close to the Gillette-Campbell County Airport.
- **Complex & Diverse County Operations:** The County operates a wide array of services, including departments that are overseen by elected officials, Joint Powers Boards, the Board of Commissioners, and others that report to the Commissioners' Administrative Director/County Administrator. The successor Director/Administrator will require demonstrated organizational skills and will need to develop effective relationships with the various elected officials and Boards to manage the diverse reporting responsibilities to ensure that the Board of County Commissioners' priorities are executed.
- **Classification & Compensation Study:** The County is completing an organizational-wide classification and compensation study, and the next Director/Administrator will play a key role in developing implementation strategies of the study's recommendations.



IDEAL *Candidate*

Campbell County seeks a Commissioners' Administrative Director/County Administrator with a servant leadership mentality and a passion for public service. The ideal candidate will have a demonstrated ability to provide organizational direction to implement new and innovative approaches to service delivery. A flexible, adaptable candidate with a sense of vision for both the organization and community will excel in this role.

The new Director/Administrator will possess the ability to help the Board of Commissioners find common ground on matters. The Director/Administrator must possess the ability to assist the County Commissioners in successfully working through issues through the development of individual relationships with each Board member, coupled with strong consensus-building and intergovernmental skills. The successful candidate will be politically savvy, but never political in dealing with the Board of County Commissioners, other elected officials, and various Joint Powers Boards. The new Director/Administrator will serve as a critical conduit for all departments in all dealings with the Board of County Commissioners and must possess excellent negotiation skills and the ability to help the Board and other stakeholders reach consensus on community issues. An ability to develop strategic partnerships with intergovernmental agencies will be important.

The chosen candidate will be highly visible in the community and must be comfortable with the public nature of the position. The Director/Administrator will be accessible to the public and dedicated to becoming part of the fabric of the community. The ideal candidate will become integrated into the community and willing to serve on local Boards to help advance community initiatives. A candidate who is skilled at dealing with a high level of citizen and business engagement, the next Director/Administrator will be committed to excellent customer service. The ability to communicate effectively with a diverse group of citizens is necessary.

An in-depth understanding of energy commodity-based economies (coal, oil, natural gas, and uranium) will be helpful to be successful in this position. The selected individual should be experienced in coordinating state and federal legislative priorities and agendas. The ideal candidate must be able to juggle multiple tasks simultaneously with positive results. A strong financial acumen, including long-term capital planning and budgeting skills, as well as a demonstrated track record of creative, entrepreneurial approaches and strategies to address community issues and challenges will be essential.

A strong leader with an open-minded, transparent, even-tempered, and composed management style that is proactive rather than reactive, the new Director/Administrator will delegate without micromanaging and will be capable of envisioning the big picture, while keeping an eye on the finer details. A pragmatic manager, with a high sense of integrity, ethics, and commitment to professionalism, as well as an ability to motivate and build a high performance, results-driven team, is strongly desired. A coach and mentor to staff who is committed to interdepartmental communication and collaboration, the Director/Administrator will be an advocate for County services and the employees who provide such services.

EDUCATION *and* EXPERIENCE

A master's degree from an accredited college or university in public administration, business, finance, or a closely related field is preferred, with a minimum of seven to eight years of progressively responsible management and supervisory experience coupled with demonstrated administrative abilities and leadership qualities required. The chosen candidate should have management experience, ideally in the public sector as a county, city, or town manager, assistant manager, or senior municipal department director in an organization of comparable size and complexity, including considerable exposure to public personnel and financial administration, business development experience, or any combination of education and/or work experience deemed relevant and equivalent to achieve the successful performance of the job by the Campbell County Board of Commissioners. An ICMA Credentialed Manager (ICMA-CM) is preferred.

COMPENSATION *and* BENEFITS

Campbell County offers a competitive salary depending on qualifications and experience. The County provides a generous benefits program including health, dental, and life insurance, and paid vacation and sick leave. The County participates in the Wyoming Defined Benefit Retirement System, with both the employee and the employer contribution currently funded by the County, and also offers an optional 457 deferred compensation plan.

APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Douglas B. Thomas, Senior Vice President
Strategic Government Resources
DouglasThomas@GovernmentResource.com
863-860-9314



This position is open until filled. To view the status of this position, please visit: <http://bit.ly/SGRCurrentSearches>

Campbell County is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

Campbell County
www.ccgov.net

Energy Capital Economic Development
www.energycapital.ed.com

Campbell County School District
www.ccsd.k12.wy.us

State of Wyoming
www.wyo.gov

