



INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. BOX 319, MASON, MI 48854
PH: (517) 676-7200 Fax: (517) 676-7264
Email: bbennett@ingham.org

JOB ANNOUNCEMENT

COUNTY CONTROLLER/ADMINISTRATOR **INGHAM COUNTY, MICHIGAN**

[Ingham County, Michigan](#)

Ingham County has an area of 559 square miles and is located in the south central portion of Michigan's Lower Peninsula. Ingham County is a diverse community (279,000 residents), housing the State Capital, Michigan State University and Cooley Law School. A strong employment sector of the community includes government, education, and manufacturing jobs. The Greater Lansing area is the home of two of the newest automobile plants to be built in North America. Ingham County and the Lansing community provides culture and entertainment activities, including the Lansing Lugnuts minor league baseball team, Potter Park Zoo, and the Wharton Center. The greater Lansing community is a great place to raise a family.

Ingham County has five cities, three villages, and sixteen townships.

Ingham County's general fund budget for 2013 is \$72,600,000. The total budget (including the general budget) is \$208,000,000. The state equalization valuation was \$6,910,455,404. The taxable valuation was \$7,037,021,275.

The 14 member Ingham County Board of Commissioners is the governing body for the County, exercising legislative and administrative functions.

For more information about Ingham County, visit its Website: www.Ingham.org.

[Controller/Administrator](#)

Under the general direction of the County Board of Commissioners, the County Controller/Administrator is the chief fiscal and administrative officer. Responsibilities include directing the central administrative functions of the county government and acts as liaison, on behalf of the board, between county officers, department heads, and the general public. A primary responsibility of the Controller/Administrator's office is preparation and execution of a balanced county budget. The Controller/Administrator is also a member of the County Building Authority and the City/County Building Authority, which oversees various building projects as assigned by the Board of Commissioners.

Departments that report directly to the Controller/Administrator are Budget, Facilities, Financial Services, Human Resources, MIS, Economic Development, 911 Central Dispatch and Purchasing.

Education & Experience

Minimum of a bachelor's degree (master's preferred) in public administration, business, or related field, plus a minimum of eight years of related experience.

Knowledge and Skills

The ideal candidate must have a thorough knowledge of the principles and practices of local and state government fiscal and administrative operations, knowledge of Michigan government is particularly desirable; excellent communication, managerial and financial skills; be an enthusiastic team builder; and possess the ability to confer with department heads, county and regional officials to resolve problems and promote the region. Additionally, he/she should possess the ability to work well with the board, elected officials, employees, unions, governmental officials, and the public; possess honesty, openness, and trustworthy characteristics, and sensitivity to social and societal issues; and possess the ability to embrace diversity.

Salary

Starting at \$116,469

Fringe Benefits

Excellent benefits include:

- Health
- Dental
- Vision
- Paid holidays
- Vacation & sick leave
- Relocation allowance negotiable
- MERS Hybrid Plan (1.0 Defined Benefit Multiplier/Defined Contribution Match of 2.5%)
- Employee post retirement health insurance.

To apply: The following must be received by Wednesday, April 24, 2013. The position will be posted until filled. Resumes received after that date may be considered at the County's discretion. Interviews will begin the week of May 6, 2013.

- Resume
- Narrative describing managerial and supervisory experience and accomplishments in planning, coordinating, and directing governmental fiscal and administrative programs (no more than three pages in total length). Include scope of project, budget, staff, etc. that were involved.

Submit material to:

Ingham County Board of Commissioners

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Mason, MI 48854

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NOTE: UNDER MICHIGAN LAW, APPLICANTS MUST REQUEST CONFIDENTIALITY. RESUMES OF FINALISTS WILL BE SUBJECT TO PUBLIC DISCLOSURE.

Ingham County is an equal opportunity employer and does not discriminate in its policies or practices on the basis of religion, race, color, national origin, gender, sexual orientation, age, marital status, height, weight, arrest record, or handicap of any individual.