



## COUNTY ADMINISTRATOR POSITION AVAILABLE

MARQUETTE COUNTY, MICHIGAN, seeks its next experienced and outstanding County Government Administrator.

Located in Michigan's Upper Peninsula on the shores of Lake Superior, Marquette County harbors a community distinguished by its natural surroundings, from rushing waterfalls and rock formations to scenic vistas and dense hardwoods. Marquette County is the most populated county in Michigan's Upper Peninsula. The County is named after Father Marquette, a Jesuit missionary.

Marquette County offers no shortage of outdoor adventures. It boasts a long list of hiking and biking trails and snowcapped mountains with trails for skiing and snowshoeing.

Marquette County's rich history is evident in its well-preserved historic sites and landmarks. The City of Marquette is the county seat, and it showcases charming architecture and a downtown area that

reflects the area's past while embracing present-day businesses and cultural offerings.

After a day immersed in nature, Marquette's charming and historic downtown, filled with cozy breweries, inviting restaurants, and unique shops, is the perfect spot to unwind and trade adventure stories.

Marquette County is a hidden gem that offers a unique blend of natural beauty, rich history, and a strong sense of community. In the heart of the state's Upper Peninsula, Marquette County boasts picturesque landscapes with rolling hills, rivers, and serene forests. Numerous lakes allow residents and visitors to enjoy fishing, swimming, and boating. The County also has several parks and nature reserves that are great for hiking, picnicking, and wildlife observation.

The area's small towns exude charm and warmth, with friendly residents who embody the true spirit of Upper Peninsula hospitality.

Marquette County is also home to a vibrant arts and culture scene, with theaters, art galleries, and museums showcasing local talent and heritage. Additionally, the county takes pride in its excellent educational institutions, providing quality schooling for children and fostering a solid foundation for future generations. With its breathtaking scenery, rich history, welcoming community, and diverse opportunities for recreation and education, Marquette County is undeniably a great place to live, work, and thrive. Northern Michigan University is located in the County and has an enrollment of approximately 7,000 students.

With 83 miles of shoreline, 150 streams, more than 300 lakes, and nearly 350 miles of trails, you will never run out of places and ways to explore. Whether you want to paddle, hike, bike, or shred down a mountain, you can enjoy a "Marquette" experience any time of year.

**The next County Administrator will undoubtedly have immense pride in where they live and work.**



Educational Achievement (Over Age 25)	
High School or Higher	94.8%
Bachelor's Degree or Higher	38.2%

  

Other Statistics	
Median Age – Marquette County/U.S.	39\38
Home Value Index - Marquette County/U.S.	\$248K \$344k
Median Household Income – Marquette County/U.S. (2022)	\$62.K \$65 K per year
Poverty Rate – Marquette /U.S.	15%/ 11%

Source: U.S. Census Bureau



**POPULATION & DEMOGRAPHICS**

Marquette County has a total area of 3,425 square miles, of which 1,808 square miles is land and 1,616 square miles is water. It is the largest county in Michigan by land area and fourth-largest by total area.

As of 2023, the population was 66,999, with 17.5% under the age of 18, 12% from 18 to 24, 25.0% from 25 to 44, 29.7% from 45 to 64, and 20.5% who were 65 years of age or older. 50.6% of the population is male. 49.4% of the population is female.

The County's racial and ethnic makeup is 92.1 % White, 1.4% Black or African American, 0.4% Native American, 1.8% Hispanic or Latino, and 2.3% from two or more races.

**CLIMATE**

No matter the time of year, Marquette County is worth visiting. While June, July, and August are widely seen as the most pleasant months, the spring flowers and fall colors are exceptional. Moreover, the winter months bring joy to those seeking the peace and serenity of snowfall while providing ample activity opportunities.

administration. Its employees are talented, often long-tenured, and very committed to the county.

## MARQUETTE COUNTY GOVERNMENT

The Marquette County Board of Commissioners is the legislative body and discharges its duties as federal and state law requires. It is the function of the Board to set policy for the County, adopt and monitor an annual budget, equalize property tax assessments, set fees, contract for a yearly audit of all County funds, and implement the recommendations of its auditing firm to ensure the legal and efficient use of tax dollars.



The Board appoints other boards and commissions, adopts ordinances, buys land for county use, sells the county-owned property, and enters into contracts and agreements on behalf of the County. Marquette County is divided into six (6) commissioner districts. Commissioners are elected by district every four years.

Marquette County operates on a \$32.06 million general fund budget. Currently, the county has 279 full-time employees and approximately 37 part-time employees. In addition to the general government services, the County provides services for Equalization, Building Inspections, County Veterans' Affairs, Emergency Management\9-1-1 Center, and the Health Department.

Marquette County is in good financial standing and has enjoyed many years of well-run governance and

## THE IDEAL CANDIDATE

The Marquette County Board of Commissioners seeks an experienced leader to work with as a supporter and a trusted advisor. The next County Administrator will work closely with the Board to implement its priorities and policies. The individual will have a working knowledge of Michigan County Government. The Board understands that it should set policies while the Administrator should run the day-to-day operations. To be successful, the following skills are required:

**Transparent Communication:** Strong communication skills are essential. The next administrator should be able to articulate complex ideas and policies clearly to various groups, ensuring transparency in decision-making processes and fostering public trust.

**Hands-On Approach:** A proactive individual willing to participate in various projects and initiatives. The administrator will meet with Department Heads and Elected Officials regularly. The administrator will guide the staff and support their department operations through an "open door" policy.

**Experience in County Government:** Previous experience in local government or related fields is highly beneficial. Candidates with a solid understanding of county operations, budgets, policies, and regulations will be better equipped to support departmental staff and guide initiatives.

**Collaborative Leadership:** The candidate should excel in building partnerships and working collaboratively with diverse groups, including county elected officials, department heads, community organizations, businesses, and residents. Experience in facilitating public forums

**Problem-Solving and Decision-Making:** Demonstrated ability to analyze issues, propose effective solutions, and make sound decisions (sometimes under pressure). Experience in

government or a related field is crucial for navigating the challenges of county governance.

**Community Engagement:** A commitment to community involvement and listening to residents' concerns. The candidate should be approachable and accessible, actively seeking input from citizens and community groups to inform policy and program development.

**Ethical Leadership:** Integrity and honesty are paramount. The administrator must uphold high moral standards and lead by example in all interactions.

**An "Open Mind" on Issues:** Experience dealing with complex challenges and unexpected situations. The ideal candidate should be adaptable, resilient, and able to respect and seek divergent viewpoints. The person needs to be fair and firm but flexible.

**Commitment to Service Excellence:** The administrator should be dedicated to delivering high-quality services to Marquette County. An individual who prioritizes efficiency, effectiveness, and continuous improvement in numerous departmental operations.

Marquette County prides itself on being financially conservative, so the individual will be expected to examine current operations critically for cost-effectiveness. As a result, the individual will have strong analytical skills and understand how to apply and leverage sound management techniques and technologies.

The Administrator will also need to understand the staff's workload and set reasonable expectations and priorities with the Board so that projects are structured and scheduled in a manageable way for the team to accomplish.



## QUALIFICATIONS

This position requires a bachelor's degree, but a master's degree (or equivalent) is preferred from an accredited four-year college or university with major coursework in public administration, business administration, or related fields. Desired qualifications include at least three years of direct county government or five years of equivalent Board experience in a similarly sized organization.

## COMPENSATION & BENEFITS

The salary range for this position is \$ 100,000 to \$140,000 and will depend on qualifications and experience. The benefits are excellent. Benefits include comprehensive medical, dental, vision, life insurance, professional development, public employee retirement system contributions, holiday, vacation, and sick leave.

Subject to negotiation and final approval, the Board seeks a multi-year contract that includes annual performance reviews.

## RESIDENCY

The next County Administrator will be required to reside within 20 miles of Marquette County.



Questions should also be directed to Consultant Chet Janik at [cjanikmli@geneseeisd.org](mailto:cjanikmli@geneseeisd.org) or

231-633-7680

## CONFIDENTIALITY

Candidate names will not be released during the application and resume screening process without the candidate's permission. However, if a candidate is selected for the interview process, their name will be released to the public.

## PROCESS

Applications will be screened the week of February 17, 2025. The first round of formal interviews will occur the week of February 24, 2025. The final round of interviews will be held the week of March 3, 2025. The identification of the preferred candidate will be made shortly after that.

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Marquette County is an Equal Opportunity Employer.

## HOW TO APPLY

E-mail your cover letter and resume in PDF format to [cjanikmli@geneseeisd.org](mailto:cjanikmli@geneseeisd.org) with the subject line: **Marquette County Application** by February 12, 2025

Mailed resumes can be sent to:

### Administrator Search

Chet Janik  
c/o Marquette County Human Resource Office  
234 W. Baraga Ave.  
Marquette, MI 49855

