Position Announcement: Executive Director

Organization: MN Counties Information Systems (MCIS)

Location: Grand Rapids, Minnesota

Application Period Ends: Until filled

About MCIS
MN Counties Information Systems (MCIS), pronounced *"em-sis"*, is a joint powers organization serving 16 Minnesota counties. Headquarters in Grand Rapids, MN, MCIS employs a team of 12 professionals dedicated to providing:
- Development and support of Property Tax, CAMA, and Payroll/HR applications
- Hosting and operational support of IBM-i environments for member counties
- Support for Recorders' document management systems

The Opportunity
Due to an upcoming retirement, MCIS is seeking a full-time Executive Director to provide leadership and direction for the organization's technical, operational, and administrative functions.
The Executive Director will:
- Lead and manage staff and resources to deliver high-quality software and hosting services
- Guide long-term planning and strategy to meet evolving county technology needs
- Oversee financial forecasting, budgeting, and organizational obligations
- Ensure effective personnel management, compliance, and benefit administration
- Serve as a trusted advisor to the MCIS Board and member counties on technology, software development, and operational matters

This is a highly visible role that requires both strategic vision and hands-on leadership to sustain and advance MCIS's reputation as a reliable, innovative technology partner for Minnesota counties.
Minimum Qualifications
- Bachelor's degree in business management, Management Information Systems, or Information Technology
- Eight (8) years of experience managing diverse development and network support teams
- Demonstrated experience leading software, hardware, security, and network projects
- Proven expertise in financial controls, personnel management, benefit administration, and organizational policy implementation
- Equivalent combinations of education and experience may be considered

Knowledge and Skills
- Leadership and management concepts, principles, and practices
- Human resources, benefit administration, and labor law fundamentals
- Strategic and organizational planning and goal setting
- Software development lifecycle, QA processes, and IBM-i platform experience
- Network and server management, office software, and general IT operations
- Current trends in information systems and technology
- Project management and cross-functional team supervision
- Effective communication with boards, leadership teams, and stakeholders
- Understanding of county government operations, especially in payroll/personnel, property tax, and land management
- Strong interpersonal and written communication skills
- Ability to manage contracts, pricing models, facilities, and other evolving responsibilities

Compensation and Benefits
- Salary Range: $114,978 – $162,254 (including longevity pay)
- Comprehensive Benefits Package, including:
    - Generous employer contribution toward cafeteria-style benefits
    - Medical, dental, life, vision, accidental, and short-term disability insurance
    - Employer and employee contributions under the MN-PERA Coordinated Retirement Plan
    - Employee option to contribute to a 457(b) deferred compensation plan
    - Generous paid vacation, holidays, and sick leave

Additional Information
- Background investigation required prior to appointment
- Six-month probationary period required for permanent employment
- Relocation to the Grand Rapids, MN area is required

Application Process
1. Submit the following materials:
    - Completed MCIS Job Application
    - Resume
    - Cover Letter
    - Application instructions, full job description provided at this link:
      https://mcismn.gov/1_6_employment-rfp.html

2. Send application materials to:
   Via Email: lyle.eidelbes@mcismn.gov
   Via Mail:
       MN Counties Information Systems
       ATTN: Executive Search Team
       413 SE 7th Avenue
       Grand Rapids, MN 55744