



OGEMAW COUNTY ADMINISTRATOR- CONTROLLER POSITION AVAILABLE

OGEMAW COUNTY, MICHIGAN, seeks its next experienced and outstanding County Government Administrator/Controller.

Ogemaw County is located in the northern lower portion of Michigan. The towns of Rose City, Prescott, Skidway Lake, Lupton, and West Branch (County Seat) make up the quaint communities

where you can find hometown festivals, boutique shops, and many lakes and events, making this area a great place to live.

The county's name, "Ogemaw," comes from the Anishinaabemowin word "ogimaa," meaning "Chief." The county was named after a skilled Anishinaabe orator, Little Elk. It was first created by the Michigan Legislature in 1840.

Ogemaw County offers a variety of attractions and entertainment for all types. Located along I-75, West Branch has outlet stores, creative outlets, healthcare facilities, and a variety of family-friendly entertainment typical of a rural hub. The northeast side of Ogemaw County is home to Rifle River Recreation Area, with miles of scenic trails, opportunities for boating, paddling, and fishing, and incredible camping.

These attractions—along with Ogemaw Hills Pathway for hiking and cross-country skiing, local wineries, and endless ORV/ATV and snowmobiling trails make Ogemaw County a highlight!

The area's small towns exude charm and warmth, with friendly residents who embody the true spirit of Midwestern hospitality. West Branch is a unique and wonderful community that serves as the County Seat. It's home to many great attractions, including a vibrant downtown shopping district and two parks. The downtown area reflects the area's past while embracing present-day businesses and cultural offerings.

Ogemaw County takes pride in its excellent educational institutions, which provide quality schooling for children and foster a solid foundation for future generations. With its breathtaking scenery, rich history, welcoming community, and diverse opportunities for recreation and education, Ogemaw County, Michigan, is undeniably a great place to live, work, and thrive.

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



Educational Achievement (Over Age 25)	
High School or Higher	89.7%
Bachelor's Degree or Higher	15.9%

Other Statistics	
Median Age – Ogemaw County/U.S.	51/38
Home Value Index - Ogemaw County/U.S.	\$137K \$304k
Median Household Income – Ogemaw County/U.S. (2022)	\$52K \$78 K per year
Poverty Rate – County U.S.	17% 11%

Source: U.S. Census Bureau



POPULATION & DEMOGRAPHICS

Ogemaw County has a total area of 575 square miles, of which 563 square miles is land and 11 square miles is water. Ogemaw County is considered to be part of Northern Michigan.

As of the 2020 Census, the population was 20,853, spread out, with 14.7% under the age of 15, 14.3% from 15 to 29, 43.7% from 30 to 64, 24.4% from 65 to 84, and 2.7% who were 85 years of age or older. The median age was 51 years. The percent of male residents is 50.4% and 49.6% are females

The racial and ethnic makeup of the county was 93% White, 1% Black or African American, 2% Hispanic, 4 % from two or more races.

CLIMATE

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

OGEMAW COUNTY GOVERNMENT



The Ogemaw County Board of Commissioners is the legislative body and discharges its duties as required by federal and state law. 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 Ogemaw County. Ogemaw County is divided into five (5) commissioner districts. Commissioners are elected by district every four years.

Ogemaw County operates on a \$11.28 million general fund budget and a \$6.98 million restricted funds

budget. Currently, the county has 81 full-time employees and 28 part-time and seasonal employees. There are five labor unions in the county. In addition to general government services, the county provides services for Equalization, Housing Commission, Parks and Recreation, Transit, Veteran Services, Zoning, and 911 Dispatch Authority.

Ogemaw County is in good financial standing and represents many years of well-run governance and administration. Employees are talented, often long-tenured, and very committed to the county.

THE IDEAL CANDIDATE

The Ogemaw County Board of Commissioners is seeking an experienced leader to serve as a supporter and trusted advisor. The next County Administrator/Controller will work closely with the Board to implement its priorities and policies. The individual will have a working knowledge of Michigan County Government and state accounting practices and standards. The Board understands that it should set policies, while the Administrator/Controller 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/controller should be able to articulate complex ideas and policies to various groups clearly, ensuring transparency in decision-making and fostering public trust.

Hands-On Approach: a proactive individual willing to participate in various projects and initiatives. Meet regularly with Department Heads and Elected Officials. 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. A candidate 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, firm, and flexible.

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

Budget Management Expertise: Ogemaw County prides itself on being financially conservative, so the individual will be expected to examine current operations with a critical eye to cost-effectiveness. As a result, the individual will have strong analytical skills and understand how to apply and leverage sound financial techniques.

The Administrator/Controller will also need to understand the workload the staff is under 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. However, a master’s degree (or equivalent) from an accredited four-year college or university is preferred, with significant coursework in public administration, finance, business administration, or related fields. Desired qualifications include at least 3 years of direct county government experience or 5 years of equivalent Board experience in a similarly sized organization.

COMPENSATION & BENEFITS

The salary range for this position is \$120,000 to \$140,000, depending on qualifications and experience. The benefits are excellent. Benefits include comprehensive medical, dental, and vision insurance; professional development; public employee retirement system contributions; and holiday, vacation, and sick leave.

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

MOST RECENT COUNTY ADMINISTRATOR

The County's first Administrator\Controller was hired in 2020 and departed at the end of November 2025. An Interim Administrator is currently serving in that capacity and is committed to assisting the next Administrator\Controller directly to ensure a smooth transition. The Board of Commissioners seeks the same, so the next Administrator\Controller also enjoys a long tenure with the County.



HOW TO APPLY

E-mail your cover letter and resume to cjanikmli@geneseeisd.org with the subject line: **Ogemaw County Application by February 20, 2026**

Mailed resumes can be sent to:

Administrator Search

c/o Chet Janik
Ogemaw County Administrator's Office
806 W. Houghton Ave.
West Branch, MI 48661

Questions should also be directed to Consultant Chet Janik at 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 made public.

SELECTION PROCESS

Applications will be screened the week of February 23, 2026. The first round of formal interviews (remote or in-person) will take place the week of March 2, 2026. The final round of interviews (in-person) will be held the week of March 9, 2026. The preferred candidate will be identified shortly after that.

Transportation and lodging reimbursement may be made available to selected final-round interviewees.

Ogemaw County is an Equal Opportunity Employer.

