









# PROCEDURES: ADMINISTRATIVE SEARCH

		NOTES	Completed
Step 1	Determine		
	A. Qualifications for Position		
	1. Experience 2. Educational Background 3. Residency Requirement	2007 Class Description / County Administrator Job Description <i>[will be addressed during interview process]</i>	
	B. Geographical Concerns		
	1. Local 2. State 3. Regional 4. National	Done previously Done previously Done previously NOT DONE PREVIOUSLY	
Step 2	Advertisement / Resume Timeline		
	A. What to include in ad?		
	B. Where to advertise? 1. Local papers 2. Regional papers 3. Internet 4. Other	Yes Yes – see memo from Kay/ACOG Yes We advertised for FREE on SCAC & NACo websites	
	C. Resume Acceptance Period		
	1. 4-6 weeks 2. Submit resumes to county?	Decided on 5 weeks – due 7/15/09 Submit to HR w/ HR/ACOG review	
<b>STEPS 1 – 3A: DECIDED UPON AT JUNE 2, 2009 COUNCIL MEETING</b>			

Step 3	Screening of Resumes		
	A. By Whom?	HR & ACOG received & screened for Council	
	B. Recommendation of top 10, 15 or 20 based on criteria		
Step 4	Review of screened candidates		
	A. Council members independently review all applications and study those in Category 1 & 2	<b>July 16, 2009 – July 24, 2009</b> Council members to coordinate review with Clerk to Council	
	B. Public Input	Include on Agenda for <b>July 21, 2009</b> Council Meeting time for citizen input regarding priorities for selection of Administrator	
	C. Council Special Meeting	<b>July 25, 2009, 9AM, Chambers</b> [select top 8 candidates in Executive Session]	
	D. Top Candidates sent letter re: continued consideration	<b>July 27, 2009</b> – HR to send letters to top candidates identified by Council re: continued consideration	

	E. Department Head / Elect Official Input	Distribute simple questionnaire to Department Heads & Elected Officials <b>Due to Clerk August 5, 2009</b>	
	F. Council Special Meeting	<b>August 22, 2009, 9AM, Chambers,</b> Consultation with Select Community Leaders – Participants would be required to sign confidentiality agreements to participate. [select top 5-6 candidates in Executive Session]	
	G. Courtesy letters to Candidates	<b>August 24, 2009:</b> <ul style="list-style-type: none"> <li>• HR to send courtesy thank you letters to candidates not selected</li> <li>• HR to send letters to top 5-6 candidates with releases, etc.</li> </ul>	
Step 5	Select Top 5-6 Candidates		
	A. Top 5-6 Candidates interviewed in Executive Session	Telephone Interviews to be conducted all Council members present – Dates to be determined	
Step 6	Interviews		
	A. In depth background check		
	1. Law Enforcement <small>[need Sheriff's Dept to do national NCIC background for any criminal actions in any state]</small> 2. Reference 3. Local Media 4. Credit Check 5. MVA 10 year check 6. Other?		
Step 7	Select Top 3 Candidates	To be done on or after September 1, 2009	
	A. Notify Candidates		
	1. Release of name/resume		
Step 8	One Day Visit for Top Candidates	Visits to be conducted on or after September 1, 2009	
	A. Tour of County		
	B. Meeting w/ Department Heads		
	C. Meeting w/ Council & Citizen Group [meet & greet]		
	D. Lunch		
	E. Tour of County for Spouse [to include SDOC]		

Step 9	Ranking of Top Candidates		
	A. Job Offer		
	B. Contract Negotiations	Need input from HR re benefits, County Attny.	
	C. Expected Start Date / Notice Period for Current Job		

Timeline:

- Step 1-2      4-6 weeks
- Step 3        2 weeks
- Step 4        1 week
- Step 5        1 week
- Step 6        2-3 days
- Step 7        1 day
- Step 8        3 days
- Step 9        Make Selection  
Minimum 4-weeks before candidate begins work.