

County Administrator Recruitment  
Board of Supervisor Discussion  
December 1, 2015

- I. Who conducts the Selection
  - A. Search Firm v. HR Department
  - B. Cost (SECC's was \$25K)
- II. Who will be on the Selection/Interview Committee
  - A. 2008 search included: Board, 2 Department Heads, 2 Elected Officials, Small town Mayor, Farmer, Business Rep, Former Board member and Bettendorf City Administrator
  - B. Community tours involving other staff members
- III. Confidentiality Issues
  - A. Closed session options
  - B. Supplemental question on application
  - C. Resolution recommended by County Attorney in past
- IV. Timeline (4-6 months)
  - A. RFQ Search Firm - 2-3 weeks
    - i. Review and selection of proposals
    - ii. Board v. staff
  - B. Board agenda to approve contract (likely January 12)
  - C. Search Firm process - 2-3 weeks
  - D. Accept applications/resumes - 4 weeks
  - E. Review applications with Selection Committee - 2 weeks
  - F. Schedule interviews/travel arrangements - 2-3 weeks out
  - G. Select finalist/Background/References/Negotiate contract - 2-3 weeks
  - H. Board meeting to make appointment - 1-2 weeks
  - I. New employee starts 2-4 weeks
- V. Marketing Scott County
- VI. Additional recruitment costs: travel for candidates, meal for selection committee, etc.