

BOARD OF COUNTY COMMISSIONERS OFFICE



Office of Commissioner Kenneth T. Welch, Chairman

Pinellas Board of County Commissioners
315 Court Street, 5th Floor
Clearwater, Florida 33756-5165

Telephone: (727) 464-3614

Fax: (727) 464-3022

MEMORANDUM

TO: The Members of the Pinellas Board of County Commissioners
FROM: Kenneth T. Welch, Chairman *KTW*
CC: Mark Woodard, County Administrator
Holly Shoenherr, Human Resources Director
Jewel White, County Attorney
SUBJECT: County Administrator Recruitment
DATE: January 7, 2018

Commissioners – in preparation for our County Administrator Recruitment discussion during Tuesday's work session (Jan 9th), I'd like to share a few broad discussion points to ponder as we begin this process. I offer this simply as a starting framework and look forward to your thoughts and ideas as we develop and Implement our recruitment plan.

1. Timeline

- a. Mr. Woodard's retirement date
- b. New Administrator target hiring date

2. Selection Method

- a. Search Firm (recommended)
- b. Internal HR/Commission resources

3. CA Recruitment Work Session (to be scheduled)

- a. Develop consensus on candidate:
 - i. Experience
 - ii. Qualifications
 - iii. Management Style
 - iv. Other criteria
- b. Recruitment process update (based on selection method Search Firm / Internal)
- c. Other CA recruitment issues