

County Administrator
2018 Search & Selection
Detailed Approach and Timeline

I. Timeline

A. Direct Engagement or RFP

1. January – Develop RFP (or select firm directly)
2. Approve/Advertise RFP (or select firm directly)
3. March – Evaluate & rank proposals (or select firm directly)
4. April – Award contract (or select firm directly)
5. April/May – Firm develops candidate profile with BCC input and starts recruitment
6. June/July – Candidate short list provided to BCC/Interviews begin
7. July/August/September – Complete interviews and select Administrator
8. October – New Administrator begins
9. November/December – Transition with outgoing Administrator

II. Executive Search Firm Engagement

A. Direct Engagement

1. Waters & Company Executive Recruitment
2. Deloitte Consulting

B. Request for Proposals

III. Determine Candidate Profile (Characteristics & Competencies)

A. Experience

1. County, City government or other
2. Top job, number two or other
3. Size and complexity
4. Career progression – Continuous upward trajectory
5. Expertise preference: Engineering, Finance, Planning, etc.

B. Style and Demeanor