

TO: The Honorable Kenneth T. Welch, Chair, and
The Pinellas County Board of County Commissioners

FROM: Art Davis Senior Vice President, Springsted | Waters

DATE: Thursday, February 15, 2018

SUBJECT: Recruitment of a County Administrator

As the Lead Consultant for Springsted | Waters' recruitment of your next County Administrator, I am scheduled to meet with you on Thursday, February 22nd and begin a process to identify the attributes, skills, characteristics, and abilities that you believe candidates should possess in order to best serve the organization and community.

The purpose of this document, and subsequent communications during the next several weeks, is to seek information for the development of a profile (including salary range), identify current high-priority issues in the organization and those directly related to the areas of responsibility for the position, and document the optimal attributes and experience desired in a candidate. This information will be used to develop a marketing brochure for pursuing candidates and to market the organization and County. I am providing these questions in advance in order for you to have some time to reflect upon those issues you would like talk about at your meeting on Thursday, February 22nd.

1. Identify what you consider to be the highest priority issue(s) and projects that the new County Administrator will be responsible for during their first year of employment.
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2. What experience, education, and specific areas of expertise will be important for a person to possess in order to be successful in this role?
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3. Describe the personal attributes, approach to management, and communication style that you believe would best fit the organization? Is there an expectation that this person will be involved with the community, and if so, to what extent?
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4. What operations, programs, projects or processes would you like to see implemented or changed by the new County Administrator, if any?
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5. Please provide any additional information that would be helpful to give us a better understanding of the likely expectations for the new County Administrator.
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6. What community stakeholders should be invited to assist in development of the candidate profile?

PINELLAS COUNTY, FLORIDA EXECUTIVE RECRUITMENT – COUNTY ADMINISTRATOR

Recruitment Materials Requested by Springsted | Waters

For each of the following items please provide electronic versions or links for access to any materials that we might be able to retrieve online. Please note the specific instructions regarding the photos/logos as these specifications will provide for optimum quality in the recruitment brochure:

1. Current or recent Goals and Objectives established by the BOCC
2. Internal organizational work plan/vision and/or strategic plan for operations and/or process improvement
3. The Agency's current operating budget, and a link to the current overall budget, including Capital Improvements, etc.
4. County Administrator - provide the most recent official job description
5. Agency's organizational structure in a digital format that can easily be used in a brochure document (**Please make sure the organization charts reflect titles only – without names of individuals holding the positions**)
6. What is the current (budgeted) number of FTEs working for the County in total, and the FTE's the County Administrator is directly responsible for (both direct reports and indirectly)
7. What is the full salary range for the position, and what is the "starting" salary range?
8. Please provide a list of all benefits and additional compensation provided for the position? (*Please include any vehicle allowance, retirement contribution, insurance coverage, etc.*)
9. Are there any Personnel Policies that will impact this recruitment (*relocation reimbursement, pre-employment matters, residency requirements, etc.?*)
10. Photos and logos:
 - a. One high resolution – Pinellas County logo(s) for use in the recruitment brochure. **PDF or JPEG format is preferred.**
 - b. High quality/resolution color photos that represent the primary activities of the County. Photos should be stand-alone files in JPEG format.
 - c. Wherever possible, when selecting photos, please attempt to show current staff and individuals, not just facilities, equipment, or scenery. Also, attempt to show diversity as much as possible.
 - d. Photos of various County facilities or prominent scenic or architecturally significant buildings, public parks, within the community; the intent is to familiarize prospective candidates with the community as an excellent place to live and work.

Please feel free to send multiple emails and/or burn all items onto a CD or flash drive and mail to our Dallas office at 14285 Midway Road, Suite 340; Dallas, TX 75001. Please send e-mails to: Jenelle McDonald (jmcdonald@springsted.com). Upon request, we can provide Drop Box information as another means of transmitting requested items.

All information is considered proprietary to Pinellas County and will not be reproduced, shared or distributed without prior approval. (***End of Document***)