

DRAFT - Pinellas County, Florida - DRAFT County Administrator Recruitment Timeline

Springsted | Waters (S/W)

As of February 16, 2018

Activity	Target Date
<ul style="list-style-type: none"> Consultant meets with BOCC; Begins Discussions to Create a Draft of The Position Ad, Candidate Profile & Recruitment Brochure 	Thurs., Feb. 22
<ul style="list-style-type: none"> Consultant completes gathering input, summarizes into Profile for Review by BOCC 	Thurs., April 5
<ul style="list-style-type: none"> BOCC Approves Ad, Ads placed; Approves Final Brochure – Consultant Begins Outreach with Prospective Candidates 	Week of April 16
<ul style="list-style-type: none"> Consultant Commences Formal Review of Applications and Sends Most Promising/Qualified Applicants a Candidate Questionnaire to Obtain Additional Information about Backgrounds & Experience. 	1st Review Deadline Wed., June 13
<ul style="list-style-type: none"> Consultant Completes Formal Review of Applications and Sends Selected Resumes, Video links, & Responses to Candidate Questionnaires to Entire BOCC for Review (Digital copies of all applicants + semifinalist backup materials provided to County and placed on-line for public & media access) 	Tues., June 26
<ul style="list-style-type: none"> Consultant Meets with BOCC & Presents Semi-Finalists; BOCC Selects Finalists for On-Site Interviews 	Thurs., July 12
<ul style="list-style-type: none"> Consultant Completes Reference, Background, & Academic Verification Checks on Finalists <i>(Requires Min. of 10 working Days)</i> 	Wed., Aug. 1
<ul style="list-style-type: none"> Consultant Sends Documentation for Finalists to BOCC & County 	Thurs., Aug. 2 <i>(Books Arrive Aug. 3)</i>
<ul style="list-style-type: none"> BOCC Holds On-Site Interviews for Finalists <i>(Decide upon possible next steps e.g., community reception to introduce candidates; 2nd interviews if necessary, etc.)</i> 	Week of Aug. 13 or Week of Aug. 20
<ul style="list-style-type: none"> Pinellas County BOCC Extends Employment Offer to Finalist <i>(Projected start date – Oct. 1, 2018)</i> 	Week of August 27