

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