



# COUNTY MANAGER RECRUITMENT

## Update on County Manager Recruitment May 21, 2019



# Recruitment Information

- Upon receiving direction from the Board on April 23, the recruitment for the County Manager was opened on April 23.
- The recruitment was open for two weeks, with a closing date of May 7.
- HR used our standard advertising venues for the recruitment:
  - Governmentjobs.com
  - The State of NV Department of Employment, Training and Rehabilitation which links to NV Job Connect
  - Social media outreach



# Minimum Qualifications

## Minimum qualifications:

- Education equivalent to graduation from an accredited college or university with a Master's Degree in
    - Business Administration,
    - Political Science,
    - Public Administration,
    - Law,
    - Accounting,
    - or a closely related field
  - and five years of responsible management experience, preferably in government or public administration;
- OR an equivalent combination of training and experience.



# Applications

- HR received a total of 17 applications.
- 11 accepted as meeting the minimum qualifications.
- These 11 candidates have not been screened beyond the minimum qualifications.



# Ideal Candidate Information

## Ideal Candidate Information:

1. Possess a strong business sense and financial expertise
2. Lead with integrity and unquestionable ethics supported by a successful career history
3. Promote access, openness, and responsiveness, personally setting the example throughout the organization and community
4. Demonstrate strategic and forward-thinking, blending innovation and creativity with an entrepreneurial style and a true appreciation for the benefits of technology
5. Consistently use superior communication skills and welcome dialogue and debate, often in a public forum
6. Be an accomplished leader recognizing the role of policy-makers and other elected officials
7. Passionately promote the organization as a strong contributor to economic and community development while dealing with and balancing quality-of-life, business, commerce and tourism issues



# Ideal Candidate Information Cont..

8. Possess commitment and dedication to continuous process improvement
9. Embrace and instill a customer-service orientation and “how can we make it happen” approach throughout the organization
10. Contribute on a regional basis in support of the BCC and other elected officials including involvement with statewide and other policy initiatives including pending legislation on a national basis
11. Will have thorough knowledge and understanding of the operations, services and activities of comprehensive county government programs and the management skills needed to analyze programs, policies and operational needs, and will be well-versed in the principles and practices of program development and administration
12. Will stay abreast of current issues that impact local government, and will develop and maintain effective partnerships with all levels in the organization
13. Be a team-builder with a collaborative management approach and will be a mentor and leader to staff, fostering a high-performance organization



# Distinction – Minimum Qualifications and Ideal Candidate Information

- The minimum qualifications are listed on each class specification (job description) and serve as the initial screening tool when we review applications. **The minimum qualifications are the basic requirements for the job and do not speak to the ideal candidate criteria.** Applicants must meet the minimum qualifications in order to move forward in the selection process.
- The ideal candidate information allows for more latitude outside of what is listed on the job description. This criteria is not *required* for an applicant to move forward in the selection process. However the **ideal candidate criteria serves to highlight what we are looking for when we think of the ideal candidate for the job.**
- Again, the 11 candidates have met the minimum qualifications for the position however have not been screened for the ideal candidate criteria.



# ASSESSMENT AREAS

- Based on the Ideal Candidate information, Human Resources identified several assessment areas to use when developing interview questions such as
  - Leadership/Management
  - Fiscal Management/Economic Development
  - Public Service/Community Engagement
  - Strategic Vision
  - Collaboration/Interpersonal Skills
  - Communication Skills
  - Political Awareness
- On Strategy (consultant for the County) is working with Commissioners to develop more specific detail on the desired assessment criteria. Human Resources will fine tune the interview questions to ensure that all of the criteria has been covered.





# Next Steps of the Process

- The Board may opt to interview all 11 candidates who met the minimum qualifications for the position. A special session can be held on May 30 to conduct the interviews.
  - The Board can review all 11 candidates and prior to the final interviews, nominate top candidates for final interviews.
- Human Resources can re-open the recruitment for a longer recruitment period and conduct national advertising. This may result in a more broad and larger applicant pool\*
- An assessment panel can be convened to either narrow down the applicant pool or provide the Board with general feedback on the candidates\*
- Human Resources can contract an executive search firm to conduct the recruitment\*

***\* Denotes change in timeline***



## Timeline for Board interviews with current candidate pool

- Board Nomination of top candidates – May 28
- Board Interviews and selects top candidate and alternate (special session) – May 30
- Negotiation of employment agreement and salary – By June 12
- Board Formal Appointment – June 18
- Estimated Hire Date – July 15



# Timeline for Extended HR Recruitment

- HR Re-Opens Recruitment – May 31
- Recruitment Closing Deadline – June 30
- Update to the Board – July 9
- Assessment Panel Review – Week of July 15
- Board Interviews and selects top candidate and alternate – August 13
- Negotiation of employment agreement and salary – By August 20
- Board Formal Appointment – August 27
- Estimated Hire Date – September 23



# Timeline for Assessment Panel Review

**This timeline is based on the current candidate pool and does not allow for an extension of the recruitment.**

- Assessment Panel Review – June 3 and June 4
- Update to the Board – June 11
- Board Interviews and selects top candidate and alternate – June 18
- Negotiation of employment agreement and salary – By July 3
- Board Formal Appointment – July 9
- Estimated Hire Date – August 5



# Timeline to Contract Executive Search Firm

- HR Selects an Executive Recruitment Firm – June 7
- Update to the Board – June 18
- Open/Close the Recruitment – June 24 to July 26
- Assessment Panel Review – Week of August 5
- Update and Recommendations to the Board – August 13
- Board Interviews and selects top candidate and alternate – August 20
- Negotiation of employment agreement and salary – By September 4
- Board Formal Appointment – September 10
- Estimated Hire Date – October 7