

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 3-5-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

County Administrator Search Update

Requested Meeting Date: 3-11-14 Estimated Presentation Time: _____

Presenter: Roxy Traxler, Interim County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Search Schedule

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners

FROM: Roxy Traxler, Interim County Administrator

RE: County Administrator Search Update

DATE: March 5, 2014

Attached is an updated search schedule based on the February 21 posting date. Initial applicant screening by Springsted will occur between March 25 and April 4. The first interviews would tentatively be held the week of April 14 – 18, with second interviews the week of April 21 – 25, 2014.

Dave Unmacht will be on-site for the April 8, 2014 Board meeting to present the candidate resumes and to discuss the interview process. Springsted recommends holding all 1st round interviews on the same date. As of right now, either April 14 or 16 would work best for the interview date, depending on membership.

**Working Version
County Administrator Search Schedule
February 26, 2014**

Project Milestone	Deliverables	Proposed Date
Notice to proceed		Completed
Develop position profile	<ul style="list-style-type: none"> • Discussion with the County Board • Review job description, salary and benefits 	Completed
Approval of the position profile and job announcement	<ul style="list-style-type: none"> • Position profile • Job announcement 	Completed
Recruitment and candidate outreach	<ul style="list-style-type: none"> • Placement of job announcement • Contact with prospective candidates • Acceptance / acknowledgement of applications • Status reports to the County 	February 21 – March 24
Applicant screening	<ul style="list-style-type: none"> • Supplemental questionnaire to top candidates • Initial candidate screening contacts 	March 25 – April 4
Candidate presentation / selection	<ul style="list-style-type: none"> • Candidate resumes and questionnaires • On-site meeting with the County Board • Notification to applicants not advancing in the selection process 	April 8
Interview design	<ul style="list-style-type: none"> • Interview design • Questions and candidate assessment forms • Determine process, participants and schedule 	April 8
First interview	<ul style="list-style-type: none"> • Candidate screening summaries • Consultant attendance at interviews 	April 14 – April 18

Project Milestone	Project Milestone	Project Milestone
Reference check	<ul style="list-style-type: none"> • Contact references • Prepare reference outlines 	Prior to the second interview
Second interview	<ul style="list-style-type: none"> • Consultant attendance at interview 	April 21 – April 25
Comprehensive background check completed for finalist	<ul style="list-style-type: none"> • Candidate background report 	Upon selection of final candidate
Offer accepted	<ul style="list-style-type: none"> • Draft employment offer and agreement 	By May 6
Projected start date	<ul style="list-style-type: none"> • County Administrator starts • Action plan for a successful transition 	June 2
First year check-ins	<ul style="list-style-type: none"> • On-going follow-ups (informal and formal) 	December 2014; June 2015