

TO: ADMINISTRATION COMMITTEE

FROM: MARIO IGLESIAS
GENERAL MANAGER



DATE: FEBRUARY 16, 2023

AGENDA ITEM

2

FEBRUARY 21, 2023

APPROVE GENERAL MANAGER JOB DESCRIPTION, CONSIDER SALARY RANGE STATEMENT AND RECRUITMENT MATERIALS

ITEM

Review District General Manager job description, salary range, recruitment schedule and work plan. [RECOMMEND REVIEW AND APPROVE JOB DESCRIPTION, SET SALARY RANGE, AND DIRECT STAFF ON DESIRED RECRUITMENT PROCESS]

BACKGROUND

The District's current General Manager is scheduled to enter retirement status on June 30, 2023. After that date, he will be available for contract services to the District, as needed. Recruitment efforts for a new General Manager are beginning and are outlined in the attachments to this staff report.

Board President Malvarose and Vice President Gaddis were notified at the February 14, 2023 Board Officer Meeting of the General Manager's intent to not renew his employment contract on July 1, 2023, but to retire at the end of his current contract. At the Board Officer Meeting, the General Manager presented a recruiting schedule for bringing on a new General Manager to the Board Officers for their consideration and review. President Malvarose directed the General Manager to schedule an Administration Committee Meeting ("Committee") to discuss the recruitment process so as to make recommendations to the Board.

The Administration Committee's task is to consider the job description and edit if necessary, and defining a salary statement; either a starting salary range or a 'depends on qualification' position. Staff has gathering salary and position comparison information from local Services Districts and has provided this information at the meeting to help inform the salary discussion.

Additionally, the Committee will review the schedule and work plan for the General Manager recruitment effort in order to be prepared to make recommendations to the Board of Directors.

RECOMMENDATION

- Consider if edits are needed, and, approve the job description for General Manager Nipomo Community Services District.
- Discuss and establish a recommendation for a salary statement for General Manager recruitment.

ATTACHMENTS

- A. Job Description – General Manager
- B. 2023 Brochure Language
- C. Recruitment Work-plan and Schedule

FEBRUARY 21, 2023

ITEM 2

ATTACHMENT A

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	General Manager
FLSA STATUS:	Exempt
REPORTS TO:	Board of Directors

1. DEFINITION AND SUMMARY OF DUTIES

Under policy direction of the Board of Directors, plans, organizes, directs and coordinates all District functions and activities related to the production and distribution of potable water and the collection, treatment and disposal of wastewater and other functions of the District; provides policy guidance and program evaluation to staff and elected officials; encourages and facilitates improvement in the provision of services to customers by District staff; fosters cooperative working relationships with intergovernmental and regulatory agencies, various public and private organization and District staff; acts as Secretary to the Board of Directors; acts as District Financial Officer; performs related work as directed by the Board. This position has full-time management status, and is Fair Labor Standards Act exempt.

The General Manager is the Chief Executive Officer of the District, serving at the pleasure of and accountable to the Board of Directors for all staff, functions, and activities within policy guidance and applicable state and federal laws and regulations. The General Manager is the principal administrative person in overall charge of the District and its personnel. The incumbent is in a position of trust and confidence and serves as the District appointing and disciplinary authority for all employees of the District. The General Manager provides the Board of Directors with advice, recommendations, analysis of financial impacts and consultation on all matters related to the requirements of the District.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Plans, organizes, coordinates and administers, either directly or through subordinate directors, the work of the District in accordance with the adopted goals and objectives of the Board of Directors and applicable laws and regulations.
- b) Directs and coordinates the development and implementation of goals, objectives, policies, procedures and programs for the District; implements administrative policies, procedures and work standards to assure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner.
- c) Directs and coordinates the preparation and administration of the District annual budget; reviews and evaluates current programs, anticipates future needs, and formulates long-range financial goals of the District; reviews all District expenditures; provides financial management for the District.
- d) Acts as staff for the Board of Directors; advises the Board on issues and programs; prepares and recommends long-range plans for District funding and service provisions and directs the development of specific proposals for action regarding current and future District needs.
- e) Serves as principal Staff at Board Meetings, takes Board direction, implements Board policy.
- f) Assures that appropriate notice of Board meetings is posted and that other legal notification requirements are met.
- g) Represents the Board and the District in contacts with governmental agencies, community groups and various businesses, professional and legislative organizations, District customers; and the media.
- h) Directs and coordinates preparation of rate schedules for the resale of water delivered to customers and other agencies; directs and coordinates preparation of rate schedules for the collection, treatment, storage and disposal of waste water.

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- i) Consults with legal counsel concerning matters of litigation, contracts and District operations; monitors legislation on the state, federal and local level; directs and coordinates changes required by new legislation.
- j) Leads staff; interviews and selects top management staff; reviews and approves staff training programs; recommends changes in organizational structure and position classification; evaluates the performance of subordinate directors; has authority to hire, discipline, and discharge employees, approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority; delegates authority and holds subordinate directors and managers accountable for the efficient administration of their divisions or sections; provides guidance and direction to subordinate directors, managers and staff regarding human resources policies and procedures.
- k) Plans and directs the selection, training, assignment, supervision, and evaluation of employees; plans and directs District employees in areas of financial and program management.
- l) Prepares a variety of correspondence, policies, procedures, reports, minutes and other written materials.
- m) Directs and reviews special studies; provides for contract services as required and administers various service, construction and equipment contracts; signs and accepts development plans and specifications for conformance with District standards on behalf of the District.
- n) Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies. Coordinates planning and other activities of the District with those of other public agencies.
- o) Coordinates preparation and release to the media of information related to the programs and services of the District. Acts as spokesperson for the District on all matters.
- p) Meets with citizen groups, advisory bodies and others concerned with District programs and activities; represents the District and speaks before public bodies, groups, organizations and the public on matters pertaining to District programs and activities; attends conferences and seminars to keep informed of new developments and technologies.
- q) Interfaces with District customers and resolves service related issues and complaints.
- r) Directs the maintenance of District records and documents.

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of employees.
- b) Principles, practices and procedures of public administration in a special district setting including Brown Act compliance, Special District law, and Proposition 218.
- c) Functions, authority, responsibilities and limitations of an elected Board of Directors.
- d) Principles and practices of potable water production, treatment and distribution.
- e) Principles and practices of wastewater treatment and disposal.
- f) Applicable legal guidelines and standards effecting special district administration and operation.
- g) Techniques for effectively communicating with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.

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4. ESSENTIAL ABILITIES

Ability to:

- a) Plan, organize, and coordinate the activities of the District.
- b) Work cooperatively with the elected Board of Directors to implement the policies set by the Board of Directors.
- c) Serve as technical advisor to Board of Directors, and the general public on water resources and sanitation issues.
- d) Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- e) Develop and administer an annual budget.
- f) Supervise and control the expenditure of funds and resources of the District.
- g) Provide excellent staff leadership. Effectively interview, select, train, supervise and evaluate subordinate directors, managers and staff.
- h) Establish and maintain harmonious working relationships with subordinates, representatives of county departments, other public agencies, private contractors, engineers, and the general public.
- i) Interpret, apply and explain complex laws, codes and regulations.
- j) Prepare and direct the preparation of simple, concise comprehensive written reports and oral presentations containing alternate solutions and recommendations regarding specific resources, plans and policies.
- k) Use initiative and independent judgment within general policy guidelines.
- l) Exercise initiative, ingenuity, and sound judgment in solving difficult administrative, economic, technical, and personnel problems.
- m) Evaluate District policies and procedures; define problem areas, and direct the implementation of policy decisions and practices to improve operations
- n) Make public presentations and conduct public hearings.
- o) Analyze and review draft staff reports and recommendations, and give constructive criticism.
- p) Use tact, discretion and prudence in dealing with those contacted in the course of the work including Board members, management team, employees, and members of the public.
- q) Work effectively and cooperatively with staff and a wide variety of customers and other individuals in person and over the telephone.
- r) Exercise sound independent judgment within established policy and procedural guidelines.
- s) Understand the necessity for and maintain confidentiality of information where necessary.

5. PHYSICAL REQUIREMENTS

With or without reasonable accommodation:

- a) Ability to read printed materials and a computer screen.
- b) Ability to type on a keyboard and use a mouse for extended periods of time.
- c) Ability to use a computer and software to access, record and convey information in a variety of formats.

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- d) Ability to interact in person and on the telephone, relaying information verbally.
- e) Ability to communicate clearly, concisely and effectively, both orally and in writing with a variety of people.
- f) Ability to maintain, regular, predictable, punctual attendance in person.
- g) Ability to compete and analyze information and financial material.
- h) Ability to drive to designated locations within and outside the District to inspect facilities or attend meetings.
- i) Mobility to work in a standard office environment and use standard office equipment.
- j) Ability to grasp, lift and move files, binders, boxes and other collections of documents (which can total up to 40 pounds).
- k) Ability to inspect District facilities in the field.
- l) Ability to attend meetings in person outside of normal working hours.
- m) Ability to oversee meetings and coordinate the actions of many people.
- n) Ability to travel to necessary locations to perform work tasks and participate in meetings.

6. EDUCATION AND EXPERIENCE

- a) Extensive knowledge of: public agency administration, personnel management, the principles and practices of water, wastewater and water resources management; the political attitudes and concerns surrounding water and wastewater services, control and utilization.
- b) Thorough knowledge of: laws, regulations and legal opinions relating to District administration, water rights, water supply and transmission activities, water quality, wastewater; infrastructure financing, sanitation systems, and; the principles and practices of public works administration and organization including personnel and fiscal management; and a working knowledge of budgetary practices and procedures; English syntax and grammar.
- c) Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities listed. Graduation from an accredited college or university with a degree in public administration, business administration, engineering, law or a closely related field and seven (7) years' experience in administration and management positions with public agencies, with increasing levels of responsibility.

7. LICENSES

- a) Must possess a valid California Class C driver's license and have a satisfactory driving record.
- b) Must be bondable by District's fidelity bond insurer.

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ACKNOWLEDGEMENT:

By signing below, I acknowledge all of the following:

I have reviewed the above Job Description, and I understand it to be accurate and complete. I understand that the Board of Directors retains the right to assign me other tasks as necessary. I also understand that the Board of Directors has the right to change this Job Description and my assigned job duties at any time.

If, at any time, I am unable to perform any of the assigned job duties or need any accommodation for medical reasons, I will alert the Board President or his/her designee and will participate in an interactive process regarding possible workplace accommodations.

I understand that I am an exempt employee and may be required to work in excess of 40 hours per week without overtime compensation and am required to report to duty in cases of disaster response.

Employee's Name (print)

Employee's Name (signature)

Date

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GENERAL MANAGER						
Comparator Agency	Class Title	Low	Middle	High	Effective Date	
Cambria Community Services District	General Manager	\$175,000	\$185,000	\$195,000	3/1/2023	
City of Atascadero	City Manager	\$185,475	\$204,486	\$225,446	7/1/2022	
City of Morro Bay	City Manager	\$194,179	\$204,010	\$214,338	10/29/2022	
City of Arroyo Grande	City Manager	\$203,472	\$203,472	\$203,472	9/27/2022	
Los Osos Community Services District	General Manager	\$187,500	\$187,500	\$187,500	8/1/2022	
Oceano Community Services District	General Manager	\$170,000	\$180,353	\$185,764	7/1/2022	
Nipomo Community Services District	General Manager	\$185,662	\$185,662	\$185,662	7/1/2022	
Heritage Ranch Community Services District	General Manager	\$181,400	\$181,400	\$181,400	7/1/2022	
Templeton Community Services District	General Manager	\$142,942	\$163,363	\$183,784	7/1/2022	
City of Paso Robles	General Manager	\$228,735	\$228,735	\$228,735	1/8/2023	
Avila Beach Community Services District*	General Manager					
San Miguel Community Services District	General Manager	\$130,771	\$130,771	\$130,771	7/1/2022	
San Simeon Community Services District*	General Manager					
Average of Comparators		\$178,810	\$182,657	\$185,886		
% CCSD Above/Below		-2.2%	1.3%	4.7%		
Median of Comparators		\$183,531	\$183,531	\$185,713		
% CCSD Above/Below		-4.9%	0.8%	4.8%		

Suggested Cambria CSD GM Salary Range -----> **Step A** **Step B** **Step C** **Step D**
\$175,000 **\$183,750** **\$185,000** **\$194,250**

* San Simeon CSD provides GM service under a Operations and Management lump sum contract with SSCSD. There is no GM salary itemized in the contract.
 * Avila Beach CSD GM is contracted labor

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ITEM 2

ATTACHMENT B

Nipomo Community Services District (NCSD)
General Manager
Brochure language draft 2/21/23

The Community

Nipomo is located in southern San Luis Obispo County on California's Central Coast, approximately halfway between Los Angeles and San Francisco. The nearest city to the north is Arroyo Grande and the nearest city to the south is Santa Maria (Santa Barbara County). Nipomo is located at the foot of the Temettate Ridge. Appropriately, the name Nipomo is derived from the Chumash Native American's word "Nepomah", meaning "the foot of the hills".

The small community provides many of the basic necessities including: high school and elementary schools, medical centers and professionals, grocery shopping, restaurants, public library, county park, senior center, lodging, local drug stores and pharmacies, and a variety of clubs and activities.

Nipomo is known for its open space and friendly lifestyle. Climate is mild with temperatures rarely reaching above 85 or below 30 degrees Fahrenheit. Many homes are on an acre or more and provide space to keep a horse, plant a garden or an orchard of fruit trees, and comfort to walk, run, or ride a bike or horse. The community is very proud of its heritage that began with the Rancho Era of Alta California before California itself became a state.

The District

The Nipomo Community Services District (District) is a multi-service special district formed on January 28, 1965. The District serves approximately 13,700 residents and property owners residing within an area approximately seven square mile service area, providing the community with water, sewer, solid waste, and limited drainage, street lighting, and street landscape maintenance. The District has a stable and pragmatic five-member elected Board of Directors that governs the District. The District consistently receives the Special District Leadership Foundation Transparency Certificate of Excellence. The current General Manager is retiring.

The District has an operating budget of approximately \$12.0 million and twenty-two full-time staff positions. The Finance Director has been an employee of the District for nearly three years. The District has received unqualified audit reports for more than twenty-five years. For the past eight fiscal years the District has received the prestigious Certificate of Achievement for Excellence in Financial Reporting ("CAFR") from the Government Finance Officers Association for its comprehensive annual financial report.

The District operates a water system serving the entire customer base and two sewer systems which serve a subset of the water customer base (many homes are on individual sewage disposal (septic) systems). In recent years, the District completed over \$35 million in capital improvement projects on schedule and within budget. Projects include a \$13M upgrade of its Southland Wastewater Treatment Facility (completed October 2014) and a \$17M Phase 1 Supplemental Water Project (completed September 2015). The District's Director of Engineering Operations is the San Luis Obispo County Chapter and Los Angeles Section, American Society of Civil Engineers, 2015 Outstanding Civil Engineer in Public Sector.

The Nipomo Community Services District's mission is to:

Provide our customers with reliable, quality, and cost-effective services now and in the future.

The District's vision is to:

Provide superior and cost-effective services to our customers, a valued place to work for employees, respected and supported by our public and peers, and helping to maintain the rural quality of life in Nipomo.

The District's values are: (expressed as questions which can be posed to help make difficult decisions)

- *Is it open, transparent and responsive to our customers?*
- *Is it sensitive to rates, cost efficient and financially responsible?*
- *Does it support our commitment to maintaining-quality facilities and infrastructure?*
- *Does it support our ability to provide quality and reliable services?*
- *Does it support the welfare of our employees?*
- *Does it support the quality of life and rural character of our community?*

Challenges and Opportunities

- Water resources protection:
 - The District will need its build out of the supplemental water project to full capacity of 3,000 AFY over the next 2 years.
 - The District seeks to have the County implement sustainable water supply policies in conjunction with development approval.
 - The District must continue to pursue other sources of water for long-term supply sustainability.
 - The District must continue to be a leader on the local groundwater management area technical committee and 'at the table' for regional water supply planning.
- The Blacklake Wastewater treatment facility is being consolidated into the Town Sewer System and will need to be completed by March 2025. Rate studies to support the consolidated sewer systems will need to begin in March of 2024.
- An update of the District's 2007 Water and Sewer Master Plan is needed.
- Completion of the ongoing meter automation will need to be budgeted.

The Ideal Candidate

The ideal candidate will be comfortable and competent in public meetings. The candidate will have a strong background in water resources management, public agency law, and public administration. The candidate will have competency in a broad range of technical, operational, and administrative topics and the ability to convey complex issues to lay audiences with tack and composure.

The Board is seeking an enthusiastic leader who is a creative and experienced individual for their new General Manager. The candidate will possess experience building and leading a cohesive staff team. The incoming Manager should be knowledgeable about and skilled in addressing California water resource issues, working with multi-agency partnerships, County Boards/Councils and consultants.

The ideal candidate will have demonstrated an ability to listen to and understand a variety of viewpoints, facilitate discussions and address complex issues pragmatically with respect for all parties and views. The new General Manager will have excellent interpersonal and communication skills combined with strong negotiating skills to address issues facing the District.

The ideal candidate will have a minimum of seven years of progressively increasing experience in public administration, administering public utilities and/or managing public works projects. Direct experience in water resources acquisition and management is highly desirable. The candidate will have a Bachelor's or advanced Degree in one of the following fields: public administration, business administration, engineering, or law.

Compensation

The salary range for the General Manager is open depending on qualifications (DOQ). The District offers an excellent benefits package including:

Retirement: PERS 3% @60. Depends on applicants status in PERS

Social Security: The District does not participate in Social Security but does provide 1.45 % matching Medicare contribution.

Health Insurance: The District pays 100% of premium for employee and dependents

Dental/Vision: The District pays 100% of premiums for employee and dependents.

Deferred Compensation-Plan available with no District contribution.

Vehicle-A vehicle is available for the General Manager's use while working.

Sick Leave-Eight hours per month with accrual to a maximum of 180 days.

Vacation-Negotiable.

Holidays-12 paid holidays per year.

Administrative Leave – 5 paid days per year.

Contract-The District will provide the new General Manager with a contract.

To Apply

If you are interested in this outstanding opportunity, please visit our website at www.ncsd.ca.gov to apply online.

Filing Deadline: _____, 2023

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with an Administrative Committee and District Management staff. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as a finalist. References will be contacted only following candidate approval. Finalist interviews will be held with the Nipomo Community Services District Board of Directors. Candidates will be advised of the status of the recruitment following selection of the General Manager. If you have any questions, please do not hesitate to call Ms. Lisa Bognuda 805.929.1133.

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ATTACHMENT C

Action	Date	Day	Task #	Description
Notice	Tuesday, February 14, 2023	1	1	Inform Board Members
Admin Committee	Tuesday, February 21, 2023	7	2	Discuss Hiring Process
Advertise Position	Wednesday, February 22, 2023	1	3	Place Advertisements
Close App. Period	Monday, March 20, 2023	26	4	Stop taking Applications
Admin Committee	Tuesday, March 21, 2023	1	5	Review Applicants & Set Up Interviews
1st Interview	Monday, March 27, 2023	7	6	interview candidates
2nd Interviews	Monday, April 3, 2023	7	6	selected Interviews
Hire New Manager	Friday, May 5, 2023	32	7	Offer Position
New Manager Start	Monday, June 5, 2023	31		13 Workdays of Training
Vacation Start	Thursday, June 22, 2023	17		
Vacation End	Friday, June 30, 2023	8		
Last Day ¹	Friday, June 30, 2023	136		4.5 Months

Admin Committee Members: R. Malvarose, G. Hansen

Note 1: A Retired Annuitant Resolution will be prepared to extend GM period of employment depending on the needs of the District.

2023 GENERAL MANAGER RECRUITMENT

Recruitment Work Plan

Task 1 – Initial Board Officer Direction and Alert Administration Committee

February 14, Board Officer Meeting: discuss general direction of recruitment, convene Administration Committee and give direction to committee members. The Committee will work with senior staff (Iglesias and Bognuda) through the remainder of the process. “Staff” in the narrative below is Iglesias and Bognuda.

Task 2 – Develop Job Description

The job description for the General Manager is the guide for the entire search process. The development of the description includes the collection of technical information and recruitment criteria.

Technical Information

Staff will meet with the Committee and others as may be necessary. The purpose of these meetings is to refine description and includes items like compensation and benefits.

Recruitment Criteria

The recruitment criteria are the personal and professional characteristics and experiences desired in the new General Manager. The criteria should reflect the goals and priorities of the Nipomo Community Services District.

Subsequent to the development and adoption of the job description (September 30), the technical information and recruitment criteria will be documented in an information brochure prepared by staff. The brochure will be reviewed by the AdHoc in draft format, revised as appropriate, and published for use throughout the search.

The Committee will develop a salary range recommendation for Board review and approval (September 30).

Task 3 – Outreach and Recruiting

This task is among the most important of the entire search.

Outreach

The key to a successful search process involves outreach to qualified candidates.

An outreach and advertising campaign will include the placement of ads in publications and professional periodicals. Specific Internet sites related to water and wastewater will be used as well as those sites focused on government as a method of extending the specific outreach in a short period of time. A broad email campaign will be undertaken including an initial personal email by the current GM announcing resignation to a broad audience of local professionals and potential candidates and foreshadowing recruitment process. This will be complimented by press releases announcing resignation and pending recruitment.

Additionally, the advertisement and the full text of the position profile will be placed on the District website and noticed through social media and District list server.

Candidate Identification

Staff will use their extensive contacts to focus the recruiting effort. In making these contacts, staff will target those individuals who meet the criteria set by the District. Each of the candidates identified through the recruiting efforts will be sent an information brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process, once all resumes have been received.

Assessment and Evaluation

Task 4 – Candidate Evaluation

This task will be conducted following the application closing date. It includes the following specific activities:

Screening

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation by Committee and staff. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate profile.

Preliminary Reference Review

Staff will conduct preliminary reference reviews for those candidates identified as the most qualified as a result of the screening process. Direct contact will be made with references to learn more about the candidates' experience, past performance, and management style.

Conduct Interviews

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately eight (8) to ten (10) individuals. Those individuals will be reviewed with the Board of Directors and others as directed prior to proceeding with the individual interviews.

Committee and staff will conduct interviews with the top group of candidates (approximately eight to ten) identified through the screening and preliminary reference review processes. The interviews will be extensive and designed to gain additional information about the candidates' experience, management style, and "fit" with the recruitment criteria.

Task 5 – Search Report

After completing Task 4, the Committee will meet with the Board of Directors to review the search report on the candidates (targeting a minimum of five (5) to eight (8)). The report divides all of the candidates into four groups including 1) the top group of candidates recommended to be interviewed; 2) a backup group to the first group; 3) no further consideration group; and 4) lacks minimum qualifications. From this meeting will come a confirmed group of finalist candidates (typically 3-5).

Task 6 – Selection

Staff will prepare an interview booklet that includes the resumes, candidate report (with interview comments, reference checks and other relevant information about the candidates). In addition, the booklet will contain suggested questions and areas for discussion based upon the recruitment criteria. Copies of the interview booklet will be provided in advance of the candidate interviews.

Staff will attend the interviews to assist the Board of Directors through the selection process. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.

Additionally verifications will be made on the top candidates and will include education verifications, Department of Motor Vehicle check, wants and warrants, civil and criminal litigation search and credit check. The results of these verifications will be discussed with the Board of Directors at the appropriate time.

Staff will provide assistance to the Committee and Board in the final selection as may be desired. This assistance may include providing or obtaining any additional information to assist in making the final selection decision.

Scope of Services #3 – Negotiations with Selected Candidate

Task 7 – Negotiation

The Board President or Committee will negotiate a compensation package with the selected candidate.