

Riley Purgatory Bluff Creek Watershed District Timeline

ITEM	TASK	COMPLETION DATE
Decision by Board to proceed		February 9, 2022
Information gathering	<ul style="list-style-type: none"> ▪ Gather all pertinent background information ▪ Gather salary information and review job description ▪ Meet with staff, stakeholders, and each member of the Board 	February 15, 2022
Professional position profile	Develop position profile and advertisement	March 9, 2022
Approve position profile	Board approves profile, job description, salary range, and hiring process	March 16, 2022 Special Meeting
Candidate recruitment	<ul style="list-style-type: none"> ▪ Post position immediately upon approval of profile ▪ Comprehensively advertise ▪ Email and phone calls to prospective candidates 	March 17, 2022- April 14, 2022
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	April 15, 2022
Personality Index	DDA will administer a work-related personality index to all semifinalists	April 26, 2022
Video interview	Each semifinalist will complete a video interview	April 26, 2022
Selection of finalists	<ul style="list-style-type: none"> ▪ Finalists selected for interviews ▪ DDA will notify candidates not selected as finalists 	May 4, 2022
Background check of all finalists	Includes: <ul style="list-style-type: none"> ▪ Criminal background: county, state, national ▪ Sex offender registry ▪ Social Security number verification ▪ Employment and education verification ▪ Credit check 	May 15, 2022
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	May 15, 2022
Intellect profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	May 15, 2022
Finalist packet	DDA will provide the Board information including: <ul style="list-style-type: none"> ▪ Summary of references ▪ Results of background checks ▪ Personality index reports ▪ Video interview ▪ Resumes, etc. 	May 16, 2022
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Board interviews be at a special meeting	May 24, 2022 Special Meeting
Decision	Board will select candidate for offer	May 26, 2022 Special Meeting
Offer and agreement	DDA will negotiate agreement with selected candidate	May 26, 2022
Projected start date	New District Administrator begins	June 2022
Follow up	DDA will follow up periodically with the new District Administrator	June 2023