

Board Members,

Special Districts Association of Oregon, through their SDAO Management Consulting Services Program, routinely assists special districts with Executive Officer recruitment and hiring processes.

The assistance provided by SDAO is based on the needs and desires of each individual special district's board of directors, and may include all aspects from recruitment to final contract negotiations with the final candidate.

It is important that the board of directors of a special district include the following when developing plans for an executive recruitment and hiring process.

1. Develop/review a clear and concise job description for the position, outlining minimum standards, expectations and performance evaluation process. (Public Process)
2. Review/develop benefit package for position. (Public Process)
3. Review/develop description of work environment, description of district.
4. Determine recruitment/hiring process to be conducted: (Public Process)
 - A. Internal opening/recruitment.
 - B. External/internal recruitment.
 - C. Selection/screening process:
 - 1) Assessment center.
 - 2) Modified assessment center.
 - 3) Community and technical interview panels.
 - 4) Board interviews only.
5. Contract for assistance in process or conduct entire process internally.
6. Open the position and require an introductory letter with attached résumé.
7. Review résumés to insure candidate meets minimum standards outlined in job description. Can be done internally or by contracted service.
8. All applications and résumés reviewed by individual board members.
9. Perform reference checks on selection of three to six semifinalists.
10. Board interviews of two to three finalists.(May be done in Executive Session if 1-4 done in Public Session)
11. Tentative job offer to final candidate.
12. Complete background check/medical/physical/technical confirmations completed.
13. Contract negotiations, tentative agreement.
14. Contract approved by board of directors. (Public Process)
15. Press release developed and released that announces new hiring and start date.

The list above is intended to be a check list that may not include all aspects of the hiring process desired by any specific board of directors. SDAO has attempted to include those steps necessary to help boards determine a process that is appropriate for its organization and the community it serves.

The Management Consulting Services Program of SDAO is willing to assist member districts with the process if desired.

Best wishes,

George Dunkel, Administrator
SDAO Management Consulting Services
503-369-2050

**Special Districts Association of Oregon
Management Consulting Services Program**

**Port of Newport
General Manager Selection Process**

**Draft
June 2018**

1. Meet with Board and/or search committee to:
 - Update Job Description
 - Update position benefit package
 - Determine selection process
 - Develop process timeline
2. Develop position recruitment announcement.
3. Place recruitment announcement on SDAO web site and other free association web sites applicable to District.
4. Help District determine recruitment advertising methods, paid site and newspapers etc applicable for their District. (District Cost)
5. Receive letters of interest and resumes at SDAO Tigard office.
 - Collect
 - Review
 - Screen on minimums/education/experience/
 - Prepare for distribution to Board and/or Search Committee
6. Meet with Board/Search Committee to screen candidates and select semi-finalist
 - Conduct preliminary reference checks
 - Conduct phone interviews if required
 - Perform online public background check
7. Assist District with development of interview/evaluation process for semi-finalist.
Recommended Components:
 - Technical Interview Panel: 3 to 5 panelists
 - Community Based Interview Panel 3 to 5 panelists
 - Public Budgeting Component
 - Human Resource Component
 - Board of Directors, Initial Interview
8. Facilitate interview/evaluation process at site determined by District Board.
9. Assist Board with final interview and selection of new Library Director
 - Conduct back ground check as requested
 - Arrange site visits if required

- Perform necessary functions to help determine appropriate selection

10. Additional assistance is available for the following.

- Assistance with finalist contract negotiations
- Arrangement of medical/mental evaluation of finalist

**Special Districts Association of Oregon
Consulting Services Agreement**

This agreement is entered into between the Special Districts Association of Oregon (SDAO) and Port of Newport.

SDAO agrees to provide facilitation and assistance with Executive Director/General Manager Recruitment and Hiring process as part of SDAO's Management Consulting Services program.

SDAO agrees to provide the consulting services at a rate of \$50.00 per hour not to exceed 80 hours (\$4,000.00) plus expenses not to exceed \$1000.00 without additional approval.

This agreement is made and entered into on this ____ day of _____, 2018

Special Districts Association of Oregon

By: _____
George Dunkel
SDAO Consulting Services Administrator

Port of Newport

By: _____
Board Chair/President



Invites applications for the position of:

Executive Director

\$175,000 - \$250,000

Plus Benefits

Opening Date: May 1, 2018

Closing Date: July 2, 2018



THE IDEAL CANDIDATE

The individual appointed to this position will possess well-developed operations, business management, administrative and leadership skills. They will recognize that policy is set by the Commission and will provide an open and direct flow of information to assist in the formulation of Port policies.

They will also:

- Be an excellent communicator and representative of the Port.
- Act as a catalyst and “front” person who can help the Commission, Port users, and the communities create a vision to build for the future.
- Promote ideas and concepts and sell them in the broader community.
- Maintain responsibility for establishing and nurturing successful press relations.
- Help the Port grow and adapt to changing conditions and continue to be an economic development leader in the region and state.
- In relationships with staff, this person will be a good listener and mentor; and be accessible and open in dealings with people who work for the Port.

Salary Range: \$175,000 – 250,000. Excellent benefit package

Desirable Starting Date: October 1, 2018

To be considered please submit a letter of introduction and resume by email or postal service to:

Port of Morrow
Executive Director Selection Process
Special Districts Association of Oregon
PO Box 23879
Tigard, Oregon 97281

Email: kwiley@sdao.com

Application Deadline: July 2, 2018

Job description available at www.sdao.com and www.portofmorrow.com