

Dakota County

COUNTY MANAGER SEARCH PROCESS UPDATE

APRIL 23, 2024



Screening of Applicants

DDA will complete a high-level, comprehensive analysis of every application received and rank applicants based on minimum qualifications and job-related criteria.

Minimum Qualifications as posted in the Position Profile:

- Master's degree in Public or Business Administration, or closely related field, with coursework or experience in program planning and budgeting, and
- 10 years of experience with increasing responsibilities in administration in the public sector, at least five of which are at an advanced management level, or
- An equivalent combination of education and experience.

This comprehensive analysis will provide the Board with **approximately 15 semifinalists** to evaluate.

Screening of Applicants

Examples of Candidates not Recommended to Move Forward:

- Those who clearly do not meet the minimum qualifications such as a retail service industry manager with little to no high-level public administration or private sector leadership experience.
- Candidates that clearly are more interested in obtaining any position posted vs having a specific interest in the Dakota County Manager position.
- Those candidates that have not demonstrated the desired skills or important attributes identified through information gathering with the Board.

Screening of Applicants

Semifinalists will be asked to complete:

- Video Evaluation Self-administered, online process.
- Work Personality Index Self-completed, online assessment offering insight into the candidate's personality.
- Information Disclosure Self-completed, online disclosure alerting the Board of any personal or professional engagements, incidents, conduct, media, or social media statements or articles that could adversely impact the organization or the public's confidence in the candidate's suitability for the role.

Selection of Finalists for In-Person Interviews

Selection of Finalists:

- DDA will facilitate the process with the Board to identify finalists
- Finalists will be selected by the Board
- Finalists will be invited for in-person interviews with the Board.
- It is anticipated that 5-10 finalists will be selected

Selection of Finalists for In-Person Interviews

Finalist Packet will be delivered to County Board about one week prior to interviews and will include:

- Summary of references
- Results of background checks
- Personality index reports
- Video interview
- Resumes, etc.

In-Person Interviews

Bart will meet with the Board to discuss desired in-person interview components which could include:

- Full Board panel interviews
- Leadership staff panel interviews
- Options for community and/or key stakeholder involvement through a meet and greet event or interview panel
- Community and/or County facilities tour
- Lunch with County leadership
- Interview topics or questions
- Other functions and possibilities?

DDA will prepare all interview materials, and Bart will be present to assist the Board through the day's activities and process.

Upon completion of the day's activities, Bart will assist the Board through the deliberation process.

Questions?
