

**Columbia 9-1-1 Communications District  
Executive Director Selection Process  
8-18-17**

**Tentative Timeline Subject to Change**

August 24, 2017	Regular Board Meeting, approve job description, benefit package and selection process. Approve agreement with consultant group. Board approval required.
September 8, 2017	Open Application period. Start recruitment.
October 6, 2017	Close Application period.
October 20, 2017	Cover letters and Resume's screened by consultant and Personnel Committee with list of secondary candidates forwarded to District. Candidate list is narrowed down to ten (10)
October 26, 2017	Regular Board Meeting, Board consensus exercise in Executive Session. Applications and questionnaire sent to secondary candidates.
November 6, 2017	Deadline for Application and questionnaire.
November 13 - 15, 2017	Application and questionnaire screening completed by SDAO and the Personnel Committee reducing the candidates down to five (5).
November 16, 2017	Regular Board Meeting (moved ahead a week due to holiday), consensus exercise in Executive Session to confirm recommended Semi Finalists.
November 17, 2017	Semi Finalist candidates notified.
December 14, 2017	Assessment Center, Interview Panels, Evening Meet & Greet.
December 15, 2017	Board Interviews.

December 15, 2017	Special Board Meeting, Candidate Selected in Executive Session.
December 18, 2017	Contingent Offer.
December 19-22, 2017	Initiate contract negotiations with finalist, medical evaluation completed, and background check completed, final reference checks completed.
Mid – January 2018	Start Date