BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: December 19, 2007 Division: County Administration

Bulk Item: Yes ___ No X Department: County Administration

Staff Contact Person: Debbie Frederick

AGENDA ITEM WORDING:
Discussion and approval instructing staff to conduct a national search for a County Administrator utilizing our in-house services.

ITEM BACKGROUND:
The previous County Administrator's Contract was terminated on December 5, 2007. An Acting County Administrator was appointed to continue the leadership in the management of County government with direction to begin a search for a new County Administrator. Utilizing recruiting firms to assist with this search will cost the County approximately $20,000 – $40,000. County staff has performed similar searches in the past; the most recent one being the position of Fire Chief/Division Director. A committee will be formed to review applications and conduct telephone interviews to determine those candidates who are qualified for the position and are capable of making adjustments for housing accommodations in the Florida Keys. This can be conducted to identify the top candidates for the Board's consideration and interviewing process.

PREVIOUS RELEVANT BOCC ACTION:

See above.

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:
Approval for in-house staff to begin a national search for a County Administrator.

TOTAL COST: Approximately $2,000 + candidate interview travel reimbursements.
BUDGETED: Yes __ No __

COST TO COUNTY: Same as above **SOURCE OF FUNDS:** Ad Valorem

REVENUE PRODUCING: Yes __ No __ **AMOUNT PER MONTH**____ **Year** ____

APPROVED BY: County Atty ___ OMB/Purchasing ____ Risk Management ____

DOCUMENTATION: Included ____ Not Required X

DISPOSITION: **AGENDA ITEM #**