

# COMMITTEE OF THE WHOLE

Justice Center Community Room  
Wednesday, August 17, 2011 - 6:00 p.m.



David Zimmerman - Chairman of the Board  
James Carius - Vice Chairman of the Board

- A. Roll call
- B. Invocation and Pledge of Allegiance
- C. Discussion of utilizing outside public sector executive search firm for County Administrator search
- D. Discussion of Administrator qualities, skills, experience and anticipated salary range
- E. Ratify appointments to Administrator Search Committee
- F. Other items for discussion
- G. Recess



**MEMO**

---

**TO:** Tazewell County Board Members  
David Jones, Tazewell County Administrator

**FROM:** David Zimmerman, Tazewell County Board Chairman

**SUBJECT:** Administrator Replacement **DATE:** 08/09/11

With the imminent departure of Administrator David Jones, we will be having a "Committee of the Whole" meeting on Wednesday, August 17<sup>th</sup> at 6:00pm at the Justice Center. At this meeting we hope to accomplish the following:

- 1) Name the individuals who will be a part of the Search & Screening committee according to our Administrator Ordinance.
- 2) Decide if we should use our internal committee to recruit and pre-screen administrator applicants or hire an outside recruiting firm. I would recommend a recruiting firm in order to get the largest pool of well-qualified candidates and utilize the services they offer (pre-interview screening, background checks, process scheduling, etc.).
- 3) Select a salary range. A recruiter could also weigh in with expertise on this issue.
- 4) Discuss what qualities and skill sets we want in any new administrator. This will help us in narrowing the field of candidates and identify who would best serve Tazewell County and will help a recruiter, if utilized, develop a position profile.
- 5) Answer any other questions about the process and the transition.

Please give significant thought to these issues and others in order to find the most qualified candidate possible. If you have any questions or comments, please call my cell at (309) 370-0773 or email me at [dzimmerman@tazewell.com](mailto:dzimmerman@tazewell.com).

Thanks—JDZ