



Finance Director Proposed Hiring Process Timeline

April 2021: Finalize job description for the position
Consider outside consultant to assist with hiring process

May 2021: Council approve final job description
Council authorizes beginning Hiring Process
Council considers outside consultant proposal (if determined this is the direction Council wants to consider)

Develop Position Profile used in hiring process and determine where to advertise for the Position

Determine who should be involved in hiring process. Mayor and Council; Any others?

May 24th-June 25th: Advertisement of the Position

June 28th-July 9th: Review of Applications

July 12th-July 30th: Narrowing of Candidates, Review of Background Information, Applicant Testing and Interviews

August 2nd: Council make conditional offer to final candidate

September 1st: New Finance Director starts

September-December: Training New Finance Director

December 31st: Keith Lindberg retires as Finance Director



Consideration of Outside Consultant

Overview: What would a consultant do?

*Develop a position profile for the position which is a document used to provide information to potential candidates about the City of Waite Park and the position. It is our marketing tool

*Develops criteria for scoring applications with input from City. What are the qualities we are seeking in a candidate? What experience and characteristics are we looking for in candidates?

*Actively seeks candidates from all over encouraging them to apply for the position. Reach out directly to people and uses other avenues to reach qualified candidates.

*Reviews all applications and determines candidates that are qualified to be considered for the position. Consultants will look at each candidate and their background and provide us with details about the person ensuring that quality candidates move forward in the process.

*Determines the interview process and sets the interviews up working directly with Mayor, Council, and Staff. There will likely be several steps in the interview process and the consultant will be responsible for handling this.

*Completes background checks and recommends any other testing needed on candidates.

*Negotiate starting pay with final candidates and starting date.

Things to consider:

*This position oversees all the financial matters of the City and it is extremely important to hire the most qualified person for the position.

*Finance Directors with city experience are very difficult to find because it is a specialized position, and the job market is abundant for those seeking jobs.

*This hiring process will be time consuming and the attention to detail is needed to ensure we are getting the best candidate for the position.

*A thorough criminal and financial background will need to be completed on the candidate. This is needs to be done by someone outside of the City.