



**COUNTY ADMINISTRATOR SEARCH  
STAKEHOLDERS GROUP AGENDA**

Room 404, Government Center  
Tuesday, August 10, 2010  
3:00 p.m.

1. Call to Order – Paul Segobiano, Chairman, County Administrator Search Committee
  
2. Items to be presented for Information:
  - A. Role and Responsibilities of Stakeholders Committee
  - B. County Administrator Search Process and Calendar 1
  - C. Draft Candidate Profile 2-4
  - D. General Report
  - E. Other
  
4. Adjournment

## County Administrator Search Process and Calendar

July 2010	Form County Board Search Committee Finalize Search Process and Schedule Form Stakeholder Group
Aug – Sept 2010	Stakeholder Group Meetings
Oct 2010	Finalize Candidate Profile, draft Recruitment Brochure and set Advertising Plan
Oct-Nov 2010	Advertise in appropriate print media and websites
Jan 31, 2011	Tentative Application Deadline
Feb 2011	Search Committee Screening Process
March 2011	On-site Interviews with Finalists
March 18, 2011	Committee Report to Chairman
April 2011	Selection of County Administrator
May 2011	New Mclean County Administrator begins work



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# Memorandum

**To:** Members, Stakeholders Group – County Administrator Search  
**Date:** August 4, 2010  
**Re:** Draft Candidate Profile

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Attached is a draft of what will become the Candidate Profile that the Search Committee will use in reviewing credentials and interviewing potential County Administrator candidates.

Members of the Stakeholders Group have been asked to serve because they represent constituencies who have frequent dealings with County government, and because they can bring different perspectives to the process about what might be important skills and traits for our next County Administrator to possess.

We would like you to carefully review the major topic areas and the suggested specific items within each topic area. Feel free to add, consolidate or eliminate the major topic areas, and to add or delete specific items. We plan to use the complete Candidate Profile as part of the recruitment brochure and will use selected parts of the profile in the recruitment advertisement.

Also attached, for your information, is a County Administrator Search Schedule.

Thank You for your willingness to participate in this important process.

## **CANDIDATE PROFILE**

### Administrative Ability

Success in similar sized organizations. Highly evolved leadership skills. Develop solid, well-researched alternatives and program innovations. Make supportable recommendations in a timely and thorough fashion.

### Board Relations

Carry out Board policies and initiatives with energy and enthusiasm. Understand and present all sides of issues. Work with and keep adequately informed, all board members. Earn and maintain trust and confidence.

### Intergovernmental Relations

Experience with City/Town relations. History of dealing with State and Federal officials, both elected and appointed.

### Budget and Finance

Blend innovative approaches with conservative philosophy. Proven success in cutback management. Demonstrated history of transparency and inclusiveness in budget development.

### Technology

Top-level familiarity with complex technologies, including decentralized computer networks, both mainframe and PC-based systems, hosted applications, criminal justice networks, Geographic Information systems and multi-agency coordination of same, telephone systems, radio systems and emergency communications.

### Human Resource Management

Motivate and mentor staff. Team building and staff development. Succession planning. Engaged at all levels. Fairness and consistency. Accountability. Hold people responsible. Delegation. Identify talent. Union negotiations. Pay plans, benefits philosophies. Fair and firm.

### Customer and Community Relations

Recognized community leader. Strong ambassador and advocate for the County.

### Professional Skills

Excellent written and oral communications. Technology competence.

### Management Style

Confidence and common sense. Compassionate and engaged. Energy and enthusiasm. Flexible and responsive.

### Personal Traits

Highest level of personal and professional integrity. Subscribe to ICMA Code of Ethics. Creative and articulate. Results oriented. Transparent. Collaborative.

### Education & Experience

Relevant 4-year degree required, with Master's degree in Public Administration or related field highly preferred. Minimum five years high level management experience at department head or organization-wide level. Familiarity with Illinois County government structure and laws, or similar system with independent elected officials.

### Current Issues, Challenges

Ability to maintain stable, professional demeanor in extremely difficult financial and political environment. Ability to advocate for Board goals and priorities in a political environment while maintaining professionalism and non-partisan approach. Ability to work with major cities and much smaller municipalities throughout McLean County. Ability to network with other county-level leaders across the state and nation.