



# County Administrator Search Committee Meeting Agenda

August 23, 2023, 1:00 p.m.

Livingston County Administration Building  
304 E. Grand River, Conference Room 7, Howell, MI 48843

---

Pages

1. Call Meeting to Order
2. Roll Call
3. Call to the Public
4. Approval of Agenda
5. Hiring Solutions 2
  - 5.1 Introductions
  - 5.2 Process Review
  - 5.3 Position Qualities & Expectations
  - 5.4 Next Steps/Meeting
6. Adjournment



EXECUTIVE SEARCH • HUMAN CAPITAL CONSULTING • ASSESSMENT & DEVELOPMENT  
3445 Woods Edge Drive • Okemos, Michigan 48864 • 517-347-0590 • FAX: 517-347-1243  
Email: hslc@hiringsolutionsllc.com - WEB SITE: www.hiringsolutionsllc.com

**LIVINGSTON COUNTY**  
County Administrator Search  
**FIRST MEETING AGENDA**  
**1:00 P.M., AUGUST 23, 2022**  
**ADMIN CONFERENCE ROOM 7 - DOWNTOWN (2ND FLOOR)**

---

**I. Introductions**

**II. Process Review**

- ▶ Review Hiring Wheel / Search Process (attached)
- ▶ Action
  - Position Posting review and discussion (attached)
  - Networking and sourcing strategy
  - Applicant ranking
  - Screening (Paper/phone/Zoom)
  - On site interviews and assessments
    - Mental Acuity/Personality (attached)
    - Leadership Assessment (attached)
  - Candidate background review
  - Presentation and interview process
    - Credential books
    - Interview Questions
- ▶ Communication preferences

**III. Position qualities and expectations**

- Leadership Qualities Update/Additions (attached)
- Major challenges

**III. Next Steps/Meeting**