

Thurston Regional Planning Council
Executive Director Recruitment Subcommittee
September 21, 2016 – 2:00- 3:30 pm
2424 Heritage Court SW, Suite A
Olympia, WA 98502

- | | |
|---|-------------------|
| 1. Suggested Recruitment Timeline & Work Plan (Attachment) | DISCUSSION |
| 2. Candidate Profile | DISCUSSION |
| <ul style="list-style-type: none">• Desired qualities, skills, abilities and experience of the new Executive Director• Short-term and long-term challenges and opportunities facing the new Executive Director | |
| 3. Stakeholder Outreach | DISCUSSION |
| 4. Interview Process & Narrowing of Candidate Pool | DISCUSSION |
| 5. Proposed Advertising Strategy (Attachment) | DISCUSSION |

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MEMBERS:

City of Lacey
City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
Confederated Tribes of the
Chehalis Reservation
Nisqually Indian Tribe
Town of Bucoda
Thurston County
North Thurston Public Schools
Olympia School District
Intercity Transit
LOTT Clean Water Alliance
Port of Olympia
PUD No. 1 of Thurston County

ASSOCIATE MEMBERS:

Lacey Fire District #3
Puget Sound Regional Council
The Evergreen State College
Thurston Economic
Development Council
Timberland Regional Library

MEMORANDUM

TO: Thurston Regional Planning Council
Executive Director Recruitment Committee

FROM: Veena Tabbutt, Interim Executive Director

DATE: September 14, 2016

SUBJECT: Recruitment Timeline and Work Plan

PURPOSE

To review consultant draft recruitment timeline and work plan.

Summary:

- The recruitment consultants have provided a draft recruitment timeline and work plan for your review.
- You will be asked to discuss overall timeline, committee check in points, and process for candidate selection process.

ACTION

Give input on draft recruitment timeline and work plan.



Veena Tabbutt
Interim Executive Director

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Executive Director Recruitment Timeline and Work-Plan

Timeframe	Activity
September 21st	<ul style="list-style-type: none"> ✓ Initial Meeting with Recruitment Committee and TRPC staff ✓ Discuss core-competencies ✓ Discuss recruitment timeline and work plan
Mid – Late September	<ul style="list-style-type: none"> ✓ Review job description and other TRPC documents ✓ Develop advertising plan and timeline ✓ Design job announcement ✓ Stakeholder outreach ✓ Develop and submit candidate profile for approval ✓ Submit draft job announcement, timeline and advertising plan for approval
Late September – Early November	<ul style="list-style-type: none"> ✓ Commence national recruitment ✓ Place job advertisements ✓ Target potential candidates ✓ Assess candidate pool (ongoing) ✓ Karras Consulting screening interviews (in-person and videoconference) ✓ Karras Consulting provides weekly update on recruitment (ongoing)
Mid November	<ul style="list-style-type: none"> ✓ Meet with Recruitment Committee to review recruitment ✓ Recommend A and B list candidates ✓ Candidate discussion ✓ Develop interview questions and processes
Late November	<ul style="list-style-type: none"> ✓ Recruitment Committee interviews candidates ✓ Recruitment Committee selects semi-finalists
Early December	<ul style="list-style-type: none"> ✓ Karras conducts background, criminal and reference checks for top candidate(s)
Mid December	<ul style="list-style-type: none"> ✓ Semi-finalist interviews ✓ Public forum ✓ Selection of new Executive Director ✓ Karras Consulting assists in the negotiation of employment package



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- Thurston Economic Development Council
- Timberland Regional Library

MEMORANDUM

TO: Thurston Regional Planning Council
Executive Director Recruitment Committee

FROM: Veena Tabbutt, Interim Executive Director

DATE: September 14, 2016

SUBJECT: Proposed advertising strategy

PURPOSE

To review consultant draft advertising strategy.

Summary:

- The recruitment consultants have provided a draft advertising strategy and sampling of recruitment sources for your review.
- You will be asked to provide feedback.

ACTION

Give input on draft advertising strategy.



Veena Tabbutt
Interim Executive Director

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Executive Director Search Advertising Strategy and Sampling of Recruitment Sources

State, National and International Organizations

National Association of Regional Councils
Association of Metropolitan Planning Organizations
International City-County Management Association
American Planning Association
American Public Transportation Association
Urban Land Institute
International Society of City and Regional Planners
National Community Development Association
Planners Network
Smart Growth America
Community Development Society
California Planning Roundtable
National Association of Housing and Redevelopment Officials
National Association of Local Government Environmental Professionals
American Public Works Association
National League of Cities
American Association of Port Authorities
National Association of Housing and Redevelopment Officials
Planning Association of Washington
Washington State Transit Association
Canadian Institute of Planners
Association of Washington Cities
Emerging Government Leaders Network
US Conference of Mayors
Council of State Governments – West
National Conference of State Legislatures

Websites

Thurston Regional Planning Association – www.trpc.org

Karras Consulting Website – www.karrasconsulting.net

Career Builder – www.careerbuilder.com

Social Media

Linked In – www.linkedin.com

Twitter – www.twitter.com

Diversity Recruitment Sources

Thurston Council on Cultural Diversity and Human Rights

Blacks in Government (Olympia Chapter)

Seattle and Tacoma Urban Leagues

Washington State Commission on African-American Affairs

State of Washington Commission on Asian-Pacific American Affairs

Governors Committee on Disability and Employment

State Commission on Hispanic Affairs

Department of Veterans Affairs

Hispanic Roundtable

Women's Transportation Seminar

Washington Tribes

National Association of Professional Women

LGBT Association of Seattle

Blacks in Government

National Forum for Black Public Administrators

National Society of Black Engineers

National Urban League

Asian Women in Business

National Association of Asian American Professionals

American Association of People With Disabilities

Association on Higher Education and Disability

Olmstead Center - Employment Placement for the Blind

International Lesbian and Gay Association

LGBT Career Link