



DATE: January 16, 2024

TO: Board of Trustees

FROM: Wendy Wieggers

THROUGH DESK OF: Tom Ratermann

SUBJECT: Executive Director Position Hiring Timeline

OUTLINE FOR NEW EXECUTIVE DIRECTOR POSITION

11/20/23 - 12/31/23: New Executive Director position approved and final job description and salary ranged finalized and approved.

12/31/23 – 1/31/23: Post job ad until position filled:

Indeed: Set up and pending approval 1/4/24, \$36/day

MASD: Sent notice via email to contact list 1/4/24

LinkedIn: In Progress

Missouri Rural Water Assoc: submitted online form, runs 90 days

AWWA – The cost is \$399 if we are non-member and sends out to candidates from all states. Want to clarify this one. Holding to see if we get qualified resumes.

Missouri Water & Wastewater Conference – Sent request and notice to Leslie Miller, she will set it up 1/4/2024

MPUA – 1/16/24

City/County Contacts -

Tribune/Missourian – Posted in Tribune (30 days online, 4 days print – Standard Package) at \$950, starts 1/8/24

No budget but will track expenses. I will utilize free as much as possible.

Maintain organized files on prospects as we receive.

Develop interview Questions – In Progress

1/15/24 – 2/15/24: Review and select final 10. Narrow down to 5 for initial interviews, retain additional 5 on backup.

Letters go out to those not in final 10 selection.

1/1/24 – 2/15/24: Set up first interviews.

2/15/24 – 2/28/24:

Set up second interviews, if necessary.

Make initial selection with one backup.

Extend job offer with letter. Once accepted, send letters to candidates not selected.

Run background check and begin orientation process.

2/15/24 – 3/15/24:

Complete start up process, schedule individual meetings with staff.

Plan to be up and running by 3/15/24.

Signature: Wendy Diegas

Title: Manager, Finance & HR

Date: 1/15/2024