


SUNSET EMPIRE TRANSPORTATION DISTRICT BOARD OF COMMISSIONERS EXECUTIVE DIRECTOR SELECTION	Policy # B-702	Effective Date: <i>February 28, 2003</i>
	Signature 	Date of Last Review

POLICY:

1. The Board of Directors shall initiate a process that will facilitate the hiring of an Executive Director. The process will be initiated a minimum of four months in advance of a planned vacancy.
2. If necessary, the Board will appoint an interim director.
3. The Board shall confer on:
 - a. The selection process including the timeline and method of advertising for the position;
 - b. The desired management skills and leadership characteristics, including but not limited to:
 - i. Industry and Special District experience and expertise;
 - ii. Operational and strategic planning and implementation experience;
 - iii. Labor relations management;
 - iv. Long-range fiscal planning and management;
 - v. Involvement and good relations with the community;
 - vi. Moral character.
 - c. Consideration will also be given to:
 - i. Education and continued professional development;
 - ii. Professional accomplishments;
 - iii. Professional credentials and affiliations.
 - d. Compensation factors.
4. Candidates for the position of Executive Director may be solicited both internally and externally.
5. The Board may consider a process that solicits input from District citizens, District employees, and local government officials.
6. The selection of an Executive Director and the process used shall be the exclusive decision and at the sole discretion of the Board of Commissioners.
7. Successful candidates for the position will be expected to meet all the requirements of the District's hiring policies.