**LETTERS OF INTEREST FOR EXECUTIVE DIRECTOR SELECTION COMMITTEE**

**The Harbor District Commission is seeking interested persons to serve on the Executive Director’s Selection Committee.**

If interested, please submit a letter of interest and contact information to:

Richard Marks, C/O jcrider@humboldtbay.org

By:*Monday, September 25th, 2017*

This item will be reviewed at the Regular September 28th, 2017 meeting.

EXECUTIVE DIRECTOR SEARCH AND SELECTION SCHEDULE:

1. Commission approves the solicitation announcement and process. 9/7/17
	1. Job description and salary.
	2. Timelines and advertisement.
	3. Selection Committee representation
2. Selection Committee reviews first round of applications- 10/23/17
3. Selection Committee recommends to Commission either below “a” or “b”- 10/26/17
	1. Short list (4) of candidates for interviews
	2. Extend advertisement for 30 days- 2nd round due 11/27/17
4. If selection Committee recommends 3a.-Commission interviews- 11/10/17
	1. Commission selection and offers job- 11/13/17
	2. Commission announcement 11/17/17- Candidate provides 30-day notice
	3. New Executive Director available 12/18/17.
5. If Selection Committee recommends 3b.- schedule moves 30 days- ED in place 1/15/18.