

SOUTHWESTERN WATER CONSERVATION DISTRICT
Anticipated Hiring Timeline and Process
General Manager Position

August 4 & 5 Board Meeting – Finalize the job description and other information required from candidates as well as the process for accepting, evaluating, and selecting a person.

August 7 – Post job announcement, distribute to WIP mailing list, Water Congress website, etc.

September 25 – Deadline for submittal of applications.

October 2 – Initial review of applications for completeness and meeting minimum qualifications.

October 5 – Mail applications to Board for review prior to Board meeting.

October 13 & 14 Board Meeting – Regular board meeting to review applications and, if possible, select a short list of candidates to invite for initial interviews. If more time is needed prior to selecting the initial list of interviewees, determine how the Board wants to conduct that process.

Late October/November – Conduct initial and potentially follow-up interviews with the short list candidates at times and locations arranged by Board.

December 8 & 9 – Board meeting to select and publicly announce finalist(s).

December 23 - Make offer to finalist.

Adopted by Board Action August 4, 2020