

February 8, 2021

Members of the Board
Le Sueur County
88 South Park Avenue
Le Center, MN 56057

Dear Members of the Board,

We are nearing the point of posting the County Administrator position, so I will attend your meeting on February 16, 2021, to review the process and seek approval to move ahead with the search.

As you know, the information gathering process for developing the position profile has been taking place for a couple of weeks. Attached to this memo is the draft position profile that will be discussed and modified as needed at the Board Meeting.

Other items of discussion at the meeting include the salary range, job description, search timeline, and interview process. You will see the profile includes tentative dates for the final interviews, so I would like to finalize interview dates with you at the February 16th meeting. The interviews can be done in one day or two days depending on which components the Board wishes to include in the process. There is no right or wrong approach to this, as each County has different preferences. Some of the options for this part of the process include the following:

- County Tour
- Lunch with leadership staff and Board
- Individual interviews with each Board member
- Community meet and greet event
- Leadership staff interview
- Full Board-formal interview
- Other options

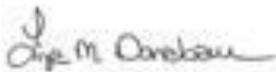
The decision about interview components will be made at a future meeting. Information is being provided now so you can contemplate the options.

In summary, the items for discussion at the February 16th meeting include the following:

1. Position Profile: Review and approve
2. Salary Range: Review and approve
3. Job Description: Review and approve
4. Timeline: Determine date(s) of final interviews
5. Any questions from the Board

Thank you.

Sincerely,



Liza M. Donabauer
Management Consultant

Attachments

- Draft Profile
- Draft Timeline
- Job Description