

403

DEPARTMENT HEAD HIRING POLICY

1. The Board of County Commissioners shall advertise for a two week period prior to a deadline set by the Board when a Department Head is needed.
 - 1.1 The Committee for which the Head is needed shall meet, discuss, and formulate the wording of the add (see Sec. 5.1).
2. The committee will review resumes/applications and select the top candidates for the full board to interview.
 - 2.1 No applicant will be interviewed without prior consent of the majority of the committee.
 - 2.2 The committee will prepare a list of relevant questions for Board members to use during the interviews. The entire Board will add to or delete from the list. All interviewed applicants will be asked the same or nearly the same questions.
3. The entire Board will interview the candidates selected by the committee.
 - 3.1 Board members have the right and are encouraged to review all resumes/applications prior to the entire Board interviews.
4. The interviewed applicant selected for the position will undergo a physical that will show within a reasonable doubt that he/she is physically capable of performing the tasks required of the position.
5. Should the new Department Head be from outside Ogemaw County, he shall become a resident within six (6) months of taking the position or face termination.
 - 5.1 This requirement must be part of the advertisement for position and reiterated at the interview.
6. There will be annual evaluations for all appointed department heads by the appropriate committee.
 - 6.1 Criteria for this evaluation shall be drawn up by the Personnel and Policy Committee.