



Updated 4/9/21

Search Timeline

Kent County

Administrator /Controller Search

KF has kick off meeting with Search Sub Committee	January 8, 2021	✓
KF develops position specification and builds KF4D success profile for the Kent Count County Search Sub Committee to approve and ensure alignment	January/February 2021	✓
KF solicits feedback from key stakeholders	January 2021	✓
KF enters marketplace and conducts initial screening and evaluations	February 2021	✓
KF conducts update bi-weekly conference calls with Search Sub Committee Chair	Biweekly	✓
Search Update / Kick Off	February 16 th 4:00pm	✓
KF presents a slate of candidates for review by Search Sub Committee via web conference	April 13 th 12:00pm	
Search Sub Committee conducts 1 st round interviews and selects individuals for 2 nd round interviews	April 20, 2021	
Discuss KF4D Search Assessment results of finalists and prepare for 2nd round interviews with Search Sub Committee and potentially the Board of Commissioners	April 30 2021	
Search Sub Committee conducts 2nd round interviews with finalists	May 14 2021	
Finalist candidates meet with Community Forum and interview with the Board of Commissioners		
Public Meeting of Finalists		
A single final candidate is selected		
KF references finalists and Kent County Sheriff's Dept conducts background check	May 2021	
Offer is extended to final candidate; KF may negotiate offer terms on behalf of Kent County as needed	June 2021	
Employment contract is presented to the Board of Commissioners for approval	June/July 2021	
Candidate Starts	July/August 2021	