



*Office of the*  
**INDIAN RIVER COUNTY  
ADMINISTRATOR**

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Jason E. Brown, County Administrator  
Michael C. Zito, Assistant County Administrator

**MEMORANDUM**

**TO:** Members of the Board of County Commissioners

**FROM:** Jason E. Brown  
County Administrator

**DATE:** October 24, 2022

**SUBJECT:** Transition Planning for New County Administrator

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**Background & Discussion**

Following submission of my resignation from the position of County Administrator (attached), and in an effort to provide for transition planning, I remain committed to serving the County in this position until the close of business on December 31, 2022.

For the Board's consideration, I am highlighting various options for filling the Administrator position ranging from filling the position internally, recruiting the position in-house with assistance from the Human Resources staff, to engaging an executive recruitment search firm to provide a broad candidate search. Each of these options has various costs and timeframes.

**Internal Posting by Human Resources**

If the Board desires to only consider an internal candidate or candidates, Human Resources could open an internal candidate only posting. This option would have a limited cost and would involve utilizing the County's job application tracking system to post the position and receive applications.

**Open Search Managed by Human Resources**

The Board could choose to do an open search managed by the Human Resources Department. This process would allow for both internal and external candidates. Various recruitment and advertising venues could be utilized here. The cost for this search would be limited to staff time and any applicable

advertising costs. Applications would be screened by Human Resources for minimum qualification and referred to the Board for consideration.

### **Open Search with Assistance from Florida Association of County Managers**

The Florida Association of County Managers (FACM) provides a recruitment service for counties seeking a new County Administrator. The position would be posted and advertised by County Human Resources staff, based on FACM's recommendations. FACM will then convene a panel of volunteer County Administrators to vet the applicant pool and provide a recommended short list to the Board. The cost of this service would be \$7,500, plus advertising expenses.

### **Open Search Utilizing Executive Recruitment Firm**

The Board could choose to utilize the services of an executive recruitment firm to assist in this process. The estimated cost of an executive recruitment firm range from about \$25,000 to \$35,000, which generally includes most expenses such as advertising. The executive recruitment firms manage the entire process, assisting in identifying an organization's requirements, reaching out to potential candidates, utilizing established nationwide networks to communicate the opportunity, screening applications, conducting initial assessments, identifying top candidates, and providing guidance through the interview and selection process.

### **Other Considerations**

In any of the options outlined above, it would also be important for the Board to determine the traits and characteristics that would be sought for the next County Administrator as the process moves forward. A discussion of the opportunities and challenges facing the County would be helpful, as would a general range of compensation that the Board would provide for this position going forward.

### **Staff Recommendation**

Staff recommends that the Board have a discussion regarding how best to fill the position of County Administrator and provide direction to staff.