

# **Story County Emergency Management Executive Committee Meeting**

**Friday, April 29, 2022 at 9 am**

**Tentative Agenda**

**Assessors Conference Room**

**900 6<sup>th</sup> St, Nevada, IA**

- I. Call to Order**
- II. Develop Plan to Recruit and Hire EMA Coordinator**
  - A. Timeline**
  - B. Job Posting**
  - C. Recruitment Sources**
  - D. Screening of Applicants – tools and process**
  - E. Interview – questions and process**
  - F. Deciding on A Finalist – reference checks**
  - G. Recommendations to Commission**
  - H. Commission Deliberations and Decision**
  - I. Offering the Position**
  - J. Pre-employment Physical/Drug Screen/Background Screen**
  - K. Final Hiring Approval by Commission**
- III. Adjourn**