



TENTATIVE SEARCH SCHEDULE TIMELINE
PUEBLO CITY-COUNTY LIBRARY DISTRICT

Activity	Target Date
Initial meeting with Committee to review timeline and set schedule	<i>TBD</i>
Discovery meetings with Search Committee & staff group	Month of June
Draft ad is shared with Search Committee to review/edit/etc.	Wednesday, June 15
Advertisement is approved by Search Committee	Friday, June 24
Post ads, actively recruit candidate pool	June 27 – August 7
Applications Close	Sunday, August 7
All candidate documents sent to Search Committee	Wednesday, August 10
Meet with Search Committee and present the pool of candidates; select 6-9 semifinalists (consultant meets with Committee via Zoom)	Monday, August 22 (2-hour meeting)
Semifinal Interviews via Zoom w/ Search Committee	Aug 31 (Wed) & Sep 1 (Thu) (4-5 hours each day)
Final Interviews	September 22 (Thu) & 23 (Fri)
Negotiations Completed	Roughly a week
New Executive Director Start Date	TBD

Highlighted dates require client presence