



## MEMORANDUM

TO: Clackamas County Board of County Commissioners  
FROM: Gary Schmidt, County Administrator  
RE: Position 4 Commissioner Recruitment  
DATE: March 18, 2025

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**REQUEST:** Staff is seeking direction on next steps and potential criteria for the Commissioner Position 4 recruitment.

**BACKGROUND:** On March 11, 2025, Chair Roberts announced that there is a vacancy in the Clackamas County Board of Commissioners, Position 4, as a result of Commissioner Fireside's resignation. At that time, the Board directed staff to return on March 18 with options on the recruitment process for consideration and direction. Today, staff request direction on the following:

- Recruitment timeline
- Questions to be included in the application
- Criteria for applicants
- Public input opportunities

**RECOMMENDATION:** Staff requests that the BCC give direction on next steps

Attachments:

Attachment A: Recruitment timeline HR  
Attachment B: Recruitment timeline CA  
Attachment C: Application Questions  
Attachment D: Criteria for applicants  
Attachment E: Public input opportunities

**BCC: Position 4 Selection**  
**March 10 – May 15, 2025**  
**Human Resources Led**

<b><u>Date</u></b>	<b><u>Action</u></b>	<b><u>Issue</u></b>
3/10/25	Begin planning recruitment	
3/17/25	HR provides recruitment plan and draft job posting to County Administrator for review.	County Administrator distributes to Commissioners for input.
3/20/25	BCC approves recruitment plan and draft job posting	
3/20/25 – 3/31/25	Work with PGA and HR to announce recruitment: <ul style="list-style-type: none"> <li>• Web page (County Home Page, BCC Home Page)</li> <li>• Social media</li> <li>• Monthly eNewsletter</li> <li>• Press Release, etc.</li> </ul>	
4/1/25	Open BCC recruitment for 14 calendar days	Posting to note key tentative interview dates
4/15/25	Close applications at midnight	<ul style="list-style-type: none"> <li>• Open 14 days</li> <li>• Online application (executive) format, provide assistance to applicants</li> </ul>
4/16/25	HR Review of Applications <ul style="list-style-type: none"> <li>• Basic Review – complete application, submitted resume, answers to open-ended questions, meets requirements: residency, age, registered to vote, citizen of U.S.</li> <li>• Summary List of Candidates prepared for BCC with application</li> </ul>	HR to work with Elections to verify eligibility of applicants

materials on all candidates meeting requirements		
4/18/25	Applications and application materials to BCC members.	<ul style="list-style-type: none"> <li>• Electronic applications to Commissioners.</li> <li>• Incomplete or otherwise deficient applications listed separately with name and reason why they did not meet minimum qualifications.</li> </ul>
4/22/25	BCC members submit candidate preferences for interviews to staff <ul style="list-style-type: none"> <li>• Standardized “ballot”</li> <li>• Only interview candidates with 4/4 “interview” rating fewer than 4 candidates go 3 of 4, etc.</li> </ul>	Minimum number of BCC preferred candidates to be interviewed needs to be established.
Week of 4/28/25	BCC interviews Position 4 replacement candidates (Remote if necessary to narrow down candidates)	BCC needs to establish interview format...location, duration/sequence of questions, etc.
Week of 5/5/25	2 <sup>nd</sup> round of BCC candidate public selection interviews (evening public meeting) <ul style="list-style-type: none"> <li>• If necessary</li> </ul>	
5/15/25	Swear-in Position 4 replacement	

**BCC: Position 4 Selection**  
**March 10 – April 29, 2025**  
**County Administration Led**

<b><u>Date</u></b>	<b><u>Action</u></b>	<b><u>Issue</u></b>
3/10/25	Begin planning recruitment	
3/12/25	HR provides recruitment plan and draft job posting to County Administrator for review.	County Administrator distributes to Commissioners for input.
3/18/25	BCC approves recruitment plan and draft job posting	<ul style="list-style-type: none"> <li>• Coordinate with PGA on launching webpages with correct information</li> <li>• HR create eligibility form</li> </ul>
3/19/25 – 4/2/25	<p>Open BCC recruitment for 14 calendar days</p> <p>Announce recruitment:</p> <ul style="list-style-type: none"> <li>• Web page (County Home Page, BCC Home Page)</li> <li>• Social media</li> <li>• Monthly eNewsletter</li> <li>• Press Release, etc.</li> </ul> <p>Required documents to be submitted:</p> <ul style="list-style-type: none"> <li>• Resume and cover letter, answers to open-ended questions, form to determine if they meet eligibility requirements: residency, age, registered to vote, citizen of U.S.</li> </ul>	<ul style="list-style-type: none"> <li>• Open 14 days</li> <li>• Posting to note key tentative interview dates</li> <li>• Applications to be emailed to County Admin</li> <li>• County Admin provide assistance to applicants</li> </ul>
4/2/25	Close application acceptance at noon.	HR to draft email denying acceptance for applications received after deadline
4/2/25 – 4/7/25	<p>County Admin Review of Applications</p> <ul style="list-style-type: none"> <li>• Complete basic review for completed applications</li> <li>• Summary List of Candidates prepared for BCC with application</li> </ul>	<ul style="list-style-type: none"> <li>• County Admin to compile list of names with addresses to determine residency and registration</li> </ul>

	materials on all candidates meeting requirements	<ul style="list-style-type: none"> <li>Elections to verify eligibility of applicants</li> </ul>
4/7/25	Applications and application materials to BCC members.	<ul style="list-style-type: none"> <li>Binders of applications to Commissioners</li> <li>Incomplete or otherwise deficient applications listed separately with name and reason why they did not meet minimum qualifications</li> </ul>
4/11/25	BCC members submit candidate preferences for interviews to staff <ul style="list-style-type: none"> <li>Standardized "ballot"</li> <li>Only interview candidates with 4/4 "interview" rating fewer than 4 candidates go 3 of 4, etc.</li> </ul>	Minimum number of BCC preferred candidates to be interviewed needs to be established.
Week of 4/14/25	BCC interviews Position 4 replacement candidates (Remote if necessary to narrow down candidates)	BCC needs to establish interview format...location, duration/sequence of questions, etc.
Week of 4/21/25	2 <sup>nd</sup> round of BCC candidate public selection interviews (evening public meeting) <ul style="list-style-type: none"> <li>If necessary</li> </ul>	
4/29/25	Swear-in Position 4 replacement	

**2025 County Commissioner Position 4  
Sample Questions for Application (pick up to 2)**

- Why do you wish to serve as Commissioner?
- In your opinion, what are the most pressing issues affecting Clackamas County?
- What attributes uniquely qualify you to be a Clackamas County Commissioner?  
What expertise and experience will you bring to the Commission?
- Please describe your particular interest in any specific aspect of County service.  
Please include in your explanation why it is of interest to you.

\*Will have word/character limits

## **Commissioner Qualifications**

In order to serve as County Commissioner, the individual must meet the following qualifications:

- Must be a US Citizen
- Must be at least 18 years of age
- Must be a current Clackamas County resident who has resided in Clackamas County for a minimum of the previous 12 months
- Must be registered to vote in Clackamas County

The Board may choose to consider the following additional criteria:

- Geographic area of residence
- Prior elected experience
- Plan to run, or not, in the next election for this seat
- Years of community experience and what types of community service
- Specific expertise in issue/policy areas

## **Public Input Opportunities**

The Board may choose to accept public input via a combination of the following:

- Accept comment emails via BCCMail
- Testimony at evening Public Meeting
- Host a virtual meet and greet with candidates
- Host an in person meet and greet with candidates
- Public attends interviews