



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 9/19/2023

New Business

Department: Finance

Presenter: Sharon Burke, Human Resources Director

Contact: Sharon Burke

Subject: Consent to Hire Melissa Moore as Finance Director

Brief Summary: The position of Finance Director was vacated on February 3rd, 2023. The position was advertised from January 24th until February 26th on our career site and additional paid sites. In May, Raftelis, a third-party Consultant, was secured to advertise the position both locally and nationally. Through a combination of targeted emails and phone calls, Raftelis reached out to more than 998 tailored applicants in North Carolina, South Carolina, Metro DC, Virginia, and throughout the Mid-Atlantic and Southeast resulting in a total of 16 applicants. Of the sixteen (16) applicants, four (4) candidates underwent a screening interview with members of the Board of Commissioners on Monday August 7th. The top three (3) scoring candidates were invited for in-person interviews on Tuesday August 22nd.

All finalists were interviewed by the Commissioners and by the County Manager. The finalists were also invited to meet with all Buncombe County Department Directors. Each finalist was also asked to provide a presentation to the Board of Commissioners.

The Board of Commissioners selected Melissa Moore to fill the office of Finance Director with a tentative start date of September 18th, 2023 at an annual salary of \$172,577.67.

Melissa has over 20 years of experience in finance and management consulting, has served on nonprofit boards, and has been selected to speak at multiple national conferences. Melissa

has a Bachelor of Business Administration from Texas State University and a Master of Business Administration from Webster University. Melissa's skill and supervisory experience proved that she is the best fit for this position. Her passion for the public sector will make her an asset to the County and our residents.

Recommended Motion & Requested Action: Consent to hire Melissa Moore as Finance Director.

County Manager's comments and Recommendation: Recommends approval.