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the Director of Education/ Superintendent, there are insufficient qualified applicants within DOE for adequate competition and adequate flexibility of selection. The Director of Education/ Superintendent shall determine the need for open competitive announcements.

- B. Open competitive examinations may be re-announced when it is determined by the Director of Education/ Superintendent that there are less than five individuals meeting the qualifications for the class.

**904.102 Maintenance of Distribution Lists**

The Director of Education/ Superintendent shall establish and maintain distribution lists of public and private agencies or groups, by occupation or other appropriate categories, and shall disseminate to prospective applicants appropriate examination announcements or other information regarding prospective examinations.

**904.103 Content of Recruitment and Examination Announcements**

Each recruitment and examination announcement for an original appointment or a promotion shall contain the title of the class, applicable pay grade, selective certification when applicable, area of consideration, character of the duties and responsibilities and examples thereof, closing date and place for filing applications, minimum qualifications for entry into the position and other information deemed necessary by the Director of Education/Superintendent. Appointments other than from an eligibility list, for example by transfer, demotion, or reinstatement, shall be bound by minimum qualification requirements set forth in such announcement.

**904.104 Minimum Period of Recruitment**