

## **Discussion and Possible Action on Process for Hiring the City Manager**

### **Tasks:**

1. Solicit, Assess & Recommend Executive Search Firm for Hiring Process to Council
2. Coordinate Execution of Search Firm Contract with City Attorney
3. Manage Search Firm Contract: On Task, On Time & On Budget
4. Provide Regular Progress Reports on Hiring Process to Council
5. Help Council and Community Develop Candidate Profile and Qualifications
6. Coordinate with Relevant City Departments to Obtain Answers to Candidate Questions
7. Facilitate and Incorporate Council Feedback into Search Process
8. Assist in Development of Candidate Interview Questions with Council Feedback
9. Develop and Implement Process for Public Feedback on Top Candidates to Council
10. Provide Candidate Assessment and Facilitate Council Decision Process, as Needed
11. Develop and Facilitate Execution of Employment Offer Between City and Selected Candidate in Coordination with City Attorney

**Anticipated Time Line for Hiring Process:** Between 3 – 6 months

### **Consider Key Council Decisions Points During Process, Such As:**

- a. Do a National Search?
- b. Characteristics of New City Manager: Ideal Candidate Profile and Qualifications?
- c. Design of Public Process for Feedback to Council on Top Candidates?
- d. Elements of Employment Offer: Pay, Benefits, Etc.?