



City Manager Recruitment

May 12, 2025

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Key Process Steps

- Identify Recruiter
- Post Position
- Public Engagement
- Interviews
- Selection and Hire

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Work of Recruiter

- Consultation and profile development
- Candidate sourcing
- Screening and shortlisting
- Presenting candidates
- Interview coordination
- Feedback and facilitation
- Selection support

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*The numbering under each step is the anticipated number of full City Council meetings associated with each step in the process.	Step 1: Vendor Selection for Recruitment	Step 2: Job Posting	Step 3: Initial Review & Process Design	Step 4: In Person Interviews	Step 5: Hire	Anticipated Council Meetings and Timeline
Option 1: Full Council Engagement at Every Step These are the steps and estimated number of meetings needed if all City Councilors would engage in each step of the recruitment process during regular Council meetings.	1. Review Request for Information Responses 2. Interview potential vendors 3. Select vendor	1. Review draft posting and approve or: 2. Review changes and approve *Each Councilor can meet 1:1 with contract recruiter to inform posting and candidate attributes.	1. Receive and review applications 2. First round interviews 3. Determine final candidates 4. Design in person process	1. Interviews 2. Receive information from other evaluators (partners, public, etc.) and select top candidate	1. Approve final contract	12 City Council Meetings over 10-12 months
Option 2: Council Committee/Leadership Engagement Prior to Council Action These are the steps and estimated number of Council meetings needed if the full Council identifies a subset of the Council, either a Council Committee (established per EC 2.013) or Council Leadership. Subset would engage in detailed steps of the recruitment process and prepare recommendations for the full Council. Decisions would be made by the full Council during regular Council meetings.	1. Receive recommendation and select vendor *Subset reviews RFI responses, interviews potential vendors, and makes vendor recommendation to Council.	1. Review recommended posting and approve *Each Councilor can meet 1:1 with contract recruiter to inform posting and candidate attributes. *Subset recommends draft posting for Council approval.	1. Review proposed pool and determine final candidates 2. Approve in person process *Subset conducts initial screening of candidates for Council consideration and recommends pool for in person interviews.	1. Interviews 2. Receive information from other evaluators (partners, public, etc.) and select top candidate	1. Approve final contract	7 City Council Meetings over 8 months

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Council Options

1. Full Council Engagement
2. Council Leadership/Council Committee
3. Alternate Path
4. More Discussion