

## **City Administrator Hiring Process**

### **Outline**

1. Application Deadline – May 15, 2020
2. Week of May 18
  - a. Initial Screening – Recruiting firm to review applications and begin selection for interviews
3. Week of May 25
  - a. Initial interviews with recruiter
4. Week of June 8
  - a. Candidates presented to Council
  - b. Special meeting held to review candidates and narrow the number to be interviewed
  - c. Conducted in closed session
5. Week of June 15
  - a. Council to conduct Zoom interviews with 5-7 candidates
  - b. Conducted in closed session
  - c. Council to narrow to finalists
  - d. Final Candidates invited to prepare video presentation
    - i. Public will be invited to submit questions which will reviewed and selected by recruiting firm
    - ii. Candidates will record answers and a short presentation (topic to be determined)
    - iii. Public will be invited to watch candidates and provide feedback on their impressions to the City Council (method for interaction to be determined)
6. Week of June 22
  - a. Finalist Interviews conducted
    - i. Formal interview with City Council – conducted in closed session
    - ii. Opportunity to interact with staff members
    - iii. Tour of community
    - iv. Council to make selection
7. Week of June 29
  - a. Offer made/contract negotiated
  - b. Council to approve the contract