Proposed Process and Timeline to Search, Evaluate and Hire City Administrator Position

Personnel Committee serves as the advisory board to the Council- they will vet the options and make recommendations following our typical process. The workload would just be expanded for the next six-nine months.

a. The Personnel Committee members are Sue Wagamon, Janet Hegland and Elizabeth Mursko. While Elizabeth's input is valued and will be sought and considered, her position on the Personnel Committee should be filled by _Megan? Motion will be made at Oct. 11th CC meeting to name this replacement for the duration of this search.
b. Begin search for interim manager (no RFP required) (October)
c. RFP for search firm (approve second meeting in October)
d. Begin study of existing positions (Personnel Committee begins work October, updated to Council at November workshop)
e. Hire Interim (November, with December 15 start date)
f. Hire search firm (November)
g. Draft City Administrator job description with assistance of search firm/League samples (November personnel committee, December approval by Council)
h. Continue study of existing positions
i. Post City Administrator job- December, Interviews in January
j. Hire new City Administrator- candidate will likely need between 1 and 2 months' notice to existing role (offer in January/Early Feb, start date anticipated April 1)
k. May 1 rotate out Interim City Administrator
l. Work with new City Administrator to hire managerial role- Assistant City Administrator, City Clerk. Right now Elizabeth serves as our City Administrator, Clerk, and Treasurer- one simple path is to divide these roles along their traditional boundaries and job duties. Often times a City Clerk serves like Assistant City Admin. however, we still need to have a manager in place who can assist on our Planning and Zoning matters. If we hire a City Administrator with community development experience then a City Clerk is an easy secondary hire. Our study of the existing staff team and historical workload will advise us on where the needs are.