

The following process should be considered by the Council when hiring a new City Manager:

1. Hire an Interim City Manager to keep things moving forward while you search for a full-time manager. The interim will usually stay about 90 days unless needed longer due to the hiring process.
2. The interim City Manager is either a retired CM or a Manager-in-Transition. These individuals are vetted by the Florida City Managers Association (FCCMA). With the retired CM, there is no expectation that they will continue in the hiring process but the MIT may want to compete for the full-time position.
3. Once the interim is on board, the Council should look to hire an Executive Search Firm to start the full-time hiring process. The firm that seems to be the “go-to” firm in Florida is Colin Baenziger and Associates, but the Council could send out an RFQ for others. Baenziger is based in Daytona.
4. Once a search firm is hired, then that firm will start the process by developing a Candidate Profile. This profile is developed by meeting with the Council and staff to determine what they would like to see in a manager. The firm will also either send a survey to conduct public forum, or two, to ask what the Community wants to see in its next CM.
5. Once the firm has all of the information needed, it will then get the approval of Council to develop a City Manager brochure which will describe the community, its history, the government, the challenges and opportunities, the ideal candidate, compensation, and how to apply.
6. The firm will then advertise where it will be seen by the most CMs (ICMA, FCCMA, the firm’s website, etc.) and it will have a closing date, usually about a month.
7. After the closing date, the firm will send the Council the list of candidates. At this time, the Council can either have the firm “weed out” those that do not meet the requirements or give the Council the entire list for the Council to make this decision. The firm will explain the advantages and disadvantages of both during the profile development process.
8. After the finalists are selected, a community meet-and-greet is set up along with the interview process.
9. After selection and contract negotiations, the new CM arrives and the Interim CM then has some overlap to bring the new CM up to speed.
10. This entire process can take place over the next 90-120 days.