

## **Town of Century – Town Administrator Recruitment Project Schedule (Tentative)**

Prepared: May 16, 2025

### **Background**

On April 1, 2025, the Town of Century adopted Ordinance No. 03-2025, formally creating the Town Administrator position and approving the official job description. On May 6, 2025, the Town Council approved the corresponding pay plan. The following project schedule outlines the recruitment and selection process for appointing a permanent Town Administrator.

### **Phase I: Launch and Planning**

- May 20, 2025 – First formal discussion with the Mayor and newly elected Town Council Member regarding recruitment strategy and schedule.
- May 24, 2025 – Draft recruitment announcement and job posting developed using adopted job description and pay range.
- May 28, 2025 – Posting of job announcement to relevant networks (FCCMA, ICMA, FLC, etc.), Town website, and local/regional outlets.

### **Phase II: Candidate Application Window**

- May 28 – June 28, 2025 – Open recruitment window for applications.
  - Applications accepted online/by email.
  - Outreach to potential candidates and associations.

### **Phase III: Screening and Shortlisting**

- July 1, 2025 – Staff and/or consultant compiles list of qualified candidates with summaries.
- July 3, 2025 – Initial review by Town Council or appointed Screening Committee.
- July 7, 2025 – Shortlist of semi-finalists selected for interviews.

### **Phase IV: Interview and Selection Process**

- July 15, 2025 – Interviews conducted with semi-finalists (in-person or virtual).
- July 18, 2025 – Finalist(s) selected and background/reference checks initiated.
- July 22, 2025 – Final decision and conditional offer extended.

### **Phase V: Negotiation and Appointment**

- July 23–30, 2025 – Employment contract negotiated with selected candidate.

- August 5, 2025 – Formal approval of employment agreement by Town Council.
- August 12, 2025 – New Town Administrator begins employment.