

Administrative Services Department
In-House City Manager Search Process

- ✓ Review job description (*Commission advised to use the same job description as the last City Manager hire*)
- ✓ Post the position on City website, Florida City County Managers Association and Florida League of Cities (*Commission has advised to only post on free sites*)
- ✓ Post on the International City Manager’s Association website at a cost of \$450 for six weeks, with one free six-week renewal should the first search yield no viable candidates
- ✓ Allow for a period of time for applications to be submitted (currently the position is “open until filled” but staff suggests 30-45 day limit)
- Allow 3-5 business days for Human Resources to review applications for minimum qualifications per City Charter
- *For Commission consideration:* Dependent on the number of qualified candidates (10 or more), the Commission may choose to create a “city manager recommendation committee” to recommend 5-7 candidates to the Commission*. This committee will be subject to Sunshine Law. Staff recommends that no more than five members with some knowledge of public management be appointed to the committee (one committee member per Commissioner). Parameters for the committee shall be discussed prior to creation.
- Set a Special Commission meeting* to review and discuss applications. At this meeting, the Commission should narrow down the pool of applications to a small number of finalists to move on to interviews.
- Allow Human Resources to contact interviewees, arrange travel, and schedule tours of the city prior to interviews.
- Schedule one-on-one interviews for each Commissioner to interview each finalist.
- Hold a workshop meeting* for collective interviews.
- Select a City Manager at a City Commission meeting*.

**all meetings mentioned above during which more than one Commissioner or committee member may be present will be publicly noticed per Florida Sunshine Law.*