



City Administrator Search

Dates	Steps	Notes
Week of January 27 th	New drafts of Advertisement, Advertisement Sources, Recruitment Brochure (RB), Search Calendar, and Interview dates provided by MGT and reviewed/edited by Interim Administrator and placed on City Council agenda. Job Description edits were placed on the Council Work Session agenda for discussion on 1/27/2025.	<i>MGT Recruiter based on conversation 01/15/25.</i>
Week of Feb. 3 rd	New Advertisement, Advertisement Sources, Recruitment Brochure (RB), Search Calendar, and Interview dates edited and APPROVED at a City Council meeting (Feb. 3 rd). City Council to consider broadening the job description experience requirements to enable consideration of more candidates. City Council designation of two elected official Points of Contact to go over the detailed applications with the recruiter as interesting ones come in.	<i>MGT Recruiter Virtual</i>
Week of Feb. 10 th	Advertisements posted and networking begins. Local social media also. (Recommended advertisement deadline of March 17 th)	<i>MGT nationally; Crest Hill web site locally</i>
End of Feb./Early March	MGT networking, answering candidate questions, preliminary phone interviews, etc. Virtual interviews with the recruiter throughout the advertising process as quality candidates apply. Reference checks started.	<i>MGT Recruiter Virtual</i>
Monday, March 17 ^h	Deadline for applications. Recruiter Check-In Meeting with elected official Points of Contact and Interim Administrator on March 17 th prior to start of MGT virtual interviews. MGT staff in-depth due diligence begins with key candidates (after virtual interviews)	<i>MGT Recruiter Virtual and staff</i>
Week of March 31 st	Electronic Books for the best candidates -- Prepared and delivered.	<i>MGT Office staff</i>
Week of April 7 th	Presentation to the Interview Team/City Council, inclusive of whomever is the Mayor, by the two elected Points of Contact of the best candidates. Closed session. (MGT Due diligence -- social media, and other media checks, first reference checks, etc. completed).	<i>MGT Recruiter Virtual or In-Person</i>
Week of April 7 th	First Virtual Interviews with the Points of Contact for Thursday afternoon, April 10 th .	<i>MGT Recruiter Virtual or In-Person</i>
Week of April 14 th	Provide community windshield tours in advance of Interviews along with anonymous comment cards. Meet with Key staff and elected/appointed officials. Monday morning, April 14 th is suggested.	<i>MGT Recruiter Virtual or In-Person</i>
Week of April 22 nd	Interview Team/City Council conducts In-Person Interviews of Semi-Finalists.* All candidates given promotional "goodie bags." The Interview Team selects the top candidates plus one (1) alternate candidate. MGT conducts reference checks and orders formal background checks. Tuesday afternoon, April 22 nd before the regular meeting is suggested. Conditional Offer discussed at the end of the April 22 nd meeting to be presented to the finalist.	<i>MGT Recruiter Virtual or In person</i>
Week of May 5 th .	MGT conducts additional Due Diligence, as requested. Background check result. Employment agreement offer.** Employment Agreement approved at the May 19 th City Council Meeting (target)	<i>MGT staff and Recruiter Virtual</i>

*Reimbursement of travel expenses for the candidate and significant other is recommended.

** Car allowance of a modest amount is highly recommended to not chill negotiations. Resolve this and other important employment agreement terms in advance.