

Date: September 21, 2023  
To: City Clerk Audrey Sikes  
Subject: Proposed Hiring Process for City Manager  
Submitted by Councilmember Todd Sampson

### **Introduction:**

Hiring a new City Manager is a critical process that requires careful planning and execution to ensure the selection of the most qualified candidate. Here is a comprehensive plan for hiring the new City Manager. This plan includes reaching out to past applicants and having the City Human Resources Department facilitate the following plan.

### **Step 1: Preparing for the Hiring Process**

1a. Review and Update the Job Description: Review and refine the City Manager job description, ensuring it reflects the current needs and expectations of the City. Be specific about qualifications, responsibilities, and expectations. Ask for Councilmember and public input at the September 26, 2023, special Council meeting.

1b. Budget and Timeline: Allocate the necessary budget for the recruitment process, including advertising costs and interview expenses. Establish a fast track timeline.

### **Step 2: Reaching Out to Past Applicants**

2a. Identify Past Applicants: The Human Resources Department will identify past applicants who met the basic qualifications for the City Manager position. These individuals will be contacted and informed about the opening.

2b. Update Resumes: Invite past applicants to update their resumes and express their continued interest in the position.

2c. Set a Deadline: Give past applicants a 2 week deadline for updating their resumes, fill out a City employment application, and invite them to reapply.

### **Step 3: Advertising the Position**

3a. Advertise the Position: The Human Resources Department will prepare and publish job advertisements in various mediums, including the City's website, professional organizations, the Florida League of Cities job board, the FAC job board, and other online job boards. Advertisements will highlight the job description, qualifications, and the application process.

3b. Application Period: The application period is two weeks from the time of posting with the Florida League of Cities. During this time, applicants can submit their resumes and other required documents.

#### **Step 4: Application Screening**

4a. Initial Screening: The Human Resources Department will review all applications for completeness and minimum qualifications. Applicants who meet the basic requirements will move forward in the selection process. The HR Director will rate the applicants according to the requirements of the City Charter and other requirements discussed and agreed upon by a super-majority at the September 26 Council Special Meeting.

#### **Step 5: City Council Review**

5a. Review and Shortlisting: The City Council will convene to review the shortlisted candidates. Each member will independently evaluate resumes, applications, and other material submitted by the candidates.

5b. Candidate Interviews: The top five candidates will be invited for Zoom interviews.

#### **Step 6: Final Selection**

6a. Final Interviews: Final in person interviews will be with the top 3 (three) candidates.

6b. Reference and Background Checks: Perform thorough reference, background, and credit checks on the 3 finalists to ensure their suitability for the position.

#### **Step 7: Offer and On-boarding**

7a. Offer of Employment: Extend a formal offer to the selected City Manager candidate, including details of the compensation package and employment terms.

7b. On-boarding: Develop an on-boarding plan with the candidate to facilitate a smooth transition for the new City Manager into their role.

#### **Step 8: Announcement**

8a. Public Announcement: Once the City Manager candidate has accepted the offer, the HR Director will make a public announcement to inform the community and city staff about the appointment.

By following this plan, you will ensure a structured and transparent hiring process for the new City Manager.

Respectfully Submitted,  
City Councilmember Todd Sampson