



# Hiring Process for Department Directors

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City Manager

City Council Meeting

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# Summary

- Statement
  - Adopting a hiring process for filling Department Director Positions
- Options
  - Approve Policy
  - Approve policy with amendments
  - Decide not to have a policy
- Declaration
  - The City Council's Discretion

# Purpose

- Is to provide guidance in hiring Department Director Positions

# Background

- The Citizens voted for the following Charter amendment:

Article V. Administrative Organization, Section 5.01 City Manager, Part C Powers and Duties, Subsection 9:

*The City Manager shall appoint department heads, including but not limited to, the city secretary, police chief, fire chief, planning and zoning director, library director, human resources director, public works director, economic development director, finance director and assistant city manager(s) upon consent of the majority of the City Council.*

# Policy

## *City Manager Responsibilities*

- 1) The City Manager is responsible for notifying the City Council of a budgeted Department Director vacancy.
- 2) The City Manager is responsible for providing fair and equal opportunity to all qualified persons seeking employment with the City.
- 3) The City manager is responsible for following all local, state, and federal regulations for hiring.
- 4) The City Manager may delegate the administrative hiring process to the City's Human Resources Department, such as the distribution and receiving of applications, job advertisements, background checks, and application record keeping.
- 5) The City Manager is responsible for creating the job notice and advertising for the position. In the event the City Manager is not satisfied that a sufficient quantity or quality of qualified persons have applied, the position may be reopened to public recruitment for an extended period.
- 6) The City Manager is responsible for scheduling, setting up and developing the interview process of the applicants.
- 7) The City Manager must place his/her recommendation on a regular City Council agenda for a vote.



# Policy

## *City Council Responsibilities*

- 1) It is the responsibility of the City Council to select two members of the City Council to sit on the interview board
- 2) It is the responsibility of the City Council to reject or approve by vote the City Manager's appointment

## **Procedure**

- 1) The City Manager will notify the City Council of the job vacancy in their City Manager's Report.
- 2) The City Manager will advertise for the position within 30 days of the job vacancy.
- 3) The City manager will review all applications and select the top candidates to interview for the position.
- 4) The City Council will select two council members to sit on the interview board.
- 5) After the interview process, the City Council members authorized to sit on the interview board will make their recommendations to the City Manager.
- 6) The City Manager will place their recommendation at the next regular City Council Meeting.
- 7) The City Council will vote on the City Manager's recommendation.

# Fiscal Impact

- none

# Recommendation

- City Council's Discretion