



MEDINA, WASHINGTON

AGENDA BILL

Monday, December 11, 2023

Subject: City Recruitment Update

Category: City Business

Staff Contact: Stephen R. Burns, City Manager

Summary

The City of Medina is process of hiring the following positions:

1. Development Services Planning Manager
2. Finance Department – Assistant Finance Director
3. Police Department - Police Officer
4. City Attorney Services

At the December 11, 2023, Council Meeting staff will provide an update regarding each position.

The City has been following previous hiring processes to include the following (except the police officer position which follows Civil Service Rules):

1. Announce job opening.
2. Receive applications.
3. Evaluate applications.
4. Schedule and conduct interviews.
5. Check references and background.
6. Select new hire and extend tentative job offer.
7. Official job offer.

Attachments:

Budget/Fiscal Impact: TBD

Recommendation: Discussion item only.

City Manager Approval:

Proposed Council Motion: N/A