



MEDINA, WASHINGTON

AGENDA BILL

Monday, March 10th, 2025

Subject: City Manager Recruitment

Category: Consent

Staff Contacts: Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney

Summary

In Medina, the City Council selects a City Manager to serve as the chief executive officer of the City to implement policies and serve as the City's professional administrator. Due to the City Manager's impending retirement, the City Council is spearheading the recruitment process for a new City Manager. The Personnel Committee, aided by the HR Director and Legal, has been tasked with identifying a recruitment firm from the roster of qualified consultants through MRSC, reviewing and updating the City Manager job description for the recruitment effort, and reporting to the Council on progress.

The Personnel Committee is working with GMP Consultants for this recruitment process. The Committee will meet to discuss the advertising materials on Friday the 7th and will provide an update on these efforts and the anticipated timeline.

The updated job description has been brought back to Council for approval. This job description will be utilized by GMP for recruitment and the profile snapshot/advertisements.

The City Manager Recruitment meets and supports Council's priority 1.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. **Efficient and Effective Government**
4. Public Safety and Health
5. Neighborhood Character and Community Building

Attachments:

1. The updated job description for the City Manager position.

Budget/Fiscal Impact: Both the Finance Committee and Personnel Committee are evaluating the compensation range for this position to ensure the city is competitive for candidates.

Recommendation: Approve.

City Manager Approval:

Proposed Council Motion "I propose to approve the updated job description for the City Manager position".