



MEDINA, WASHINGTON

AGENDA BILL

Monday, November 13, 2023

Subject: Planning Manager Recruitment Process

Category: City Business

Staff Contacts: Stephen R. Burns, City Manager, Mayor Jessica Rossman, Deputy Mayor Randy Reeves

Summary

On Monday, October 16, 2023, Planning Manager Stephanie Keyser resigned from her position, effective immediately.

On Tuesday, October 17, the department directors and I met to discuss filling the planning manager vacancy. We discussed the following:

1. Updating job description as needed.
2. Updating job announcement.
3. 2023/2024 salary range as proposed in budget.
4. Recruiting options – historical perspective (what worked, cost effective).
5. Job posting locations – jobs sites, associations, Indeed, LinkedIn, etc.
6. Applicants review process.
7. Potential candidate interview process.

At the October 23, 2023, City Council meeting Director of Development Services Steve Wilcox and I announced the Planning Manager's resignation to Council and identified the steps the City was taking to quickly get the job announcement out and posted by the end of the week.

Following past practice, staff felt the importance of getting the job announcement out as soon as possible. The first advertisement posting occurred on Friday, October 27.

The Human Resource and Development Services Directors have been monitoring applicants to ensure candidates meet qualifications and any follow-up with applicants is being handled by the city's Human Resources Director, Ryan Wagner.

When a vacancy opens up in the city and prior to recruiting, the City Manager and Department Directors will meet to evaluate the position, make any necessary changes to update the job description and posting to ensure that it meets the needs of the department and city, as well as review and discuss the recruiting process.

The attached information is the job announcement, job description, and salary schedule for the position. Additionally, the Mayor and Deputy Mayor requested the following RCW's and pages 21 -22 from the Washing Cities Mayor and Councilmember handbook be included for discussion.

Attachments:

1. Job announcement including 2023 Salary Schedule.
2. Job description.
3. Salary Schedule for the position.
4. Washington Cities Mayor and Councilmember Handbook (pages 21-22).
5. RCW 35A.13.230.
6. RCW 35A.11.020.
7. RCW 35A.13.080.
8. RCW 35A.131.090.

Budget/Fiscal Impact: Depends on experience or qualifications

Recommendation: Discussion and direction.

City Manager Approval: 

Proposed Council Motion: N/A

Time Estimate: 20 minutes