

CITY COUNCIL
Mathew Romano, Mayor
J.C. Tolle, Vice-Mayor
John McDermott
Brandon Smith
Terrie Barr

CITY OFFICIALS
Jennifer Schmitke
City Clerk

Leticia Espinosa
City Treasurer

CITY OF ORLAND

INCORPORATED 1909

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CITY MANAGER
Peter R. Carr

Orland City Manager Recruitment Plan

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| April 7 | Adoption of a City Manager recruitment plan |
| April 9 | Hiring of an interim CM.

Jennifer Schmitke will be Acting Assistant City Manager as an out-of-class assignment. |
| April 10 | Interim starts on an hourly basis, normally 3 days a week.

Objective is to keep City Hall and City operations in progress. Interim will handle recruitment and front burner issues only. |
| April 15 | First Regular City Council meeting for Interim City Manager
Invite community (City residents and business owners) to share their thoughts on what is desired in a new city manager. |
| April 16-25 | Council discussion: assessment of the City, the job, Council-manager relations, expected compensation for the position.
Summarize consensus. Make these points clear to the Interim. |
| Apr 28-May 5 | Interim produces draft recruiting ad and brochure.
Dates are set for the application deadline (June 2?), review, interviews. |
| May 6 | Council reviews and authorizes Interim to advertise. |
| May 7+ | Interim publishes ad and brochure, Councilmembers may do outreach.
Ads to: Western City, ICMA Job Center, Leadership Matters, Sac Valley CM Group, City of Orland website |
| June 17 | Announcement of new CM at Council meeting, to start ASAP or July 1. |