



City of Stevenson

Leana Kinley, City Administrator

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To: City Council
From: Leana Kinley, City Administrator
RE: City Administrator Search Update
Meeting Date: September 19, 2024

Executive Summary:

The council discussed the process for hiring the next City Administrator at their September 11th special meeting. Consensus was to look at separating out the roles of Clerk/Treasurer and City Administrator and to hire a consultant for the recruitment. Below is where the process is at and a timeline to hire.

Overview of Items:

Based on the discussion at the last meeting, the scope of work will include:

- reviewing the job description
- support for separating out the Clerk/Treasurer from the City Administrator roles
- recruiting services for the City Administrator

I have reached out to the following firms for proposals. Their websites are also listed if you want more information on what they provide.

- Raftelis (<https://www.raftelis.com/>)
- Peckham & McKenney (<https://www.peckhamandmckenney.com/>)
- GMP Consultants (<https://www.gmphr.com/>)
- Strategic Government Resources (SGR) (<https://www.governmentresource.com/>)
- Prothman (<https://www.prothman.com/>)
- Murphy, Symonds, & Stowell (<https://www.msssearch.com/>)
- Waldron (<https://waldronhr.com/>)
- MBD Staffing (<https://mbdstaffing.com/>)

The information I have received back is attached and once initial concern, without looking too much into it, was the salary scale was low. They will do more research and verify. I wanted to give you a heads-up in case that is something that needs to be looked and increased at as part of this process.

I have requested proposals be sent by next week for presentation at the September 26th meeting. After contracting with a consultant, the process to hire a City Administrator may take up to 3 months.

Action Needed:

None at this time.