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**HUMAN RESOURCES**

**MEMORANDUM**

To: Greg Jenkins, Interim City Administrator  
From: Stephanie Romagnoli, Human Resources Manager  
Date: December 17, 2019  
Re: City Administrator Search Process

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**Introduction:**

As requested, this memo is to provide an overview of the recommended process for recruitment of a City Administrator.

**Background:**

The recommended first step in the process is to gain consensus from the City Council to proceed with an RFQ (Request for Quotation) process to solicit qualified recruiting firms. The RFQ will provide recruiters with the necessary information to provide quotes for service that will meet our identified needs.

Once the RFQ's are received, vendors can be selected to participate in an interview process to determine which firm can best meet the City's goals for the recruitment process. In the past, this selection process has been by a committee of staff and City Council members. Once a recruiter is identified, the selected firm will help guide the hiring committee through the process of selecting an administrator.

**Recommendation/Rationale:**

At this time I am requesting the City Council approve the process of drafting an updated RFQ to be brought for approval to a future meeting.

If there are any questions, please feel free to contact me.