

City Administrator Hiring Process

1
Appoint
search
committee

2
Finalize
RFP

3
Send
RFP

4
Interview
selected
Search firms

5
Select
Search
Firm

6
Council
Decision



7
Re-issue
RFP

No

Yes

8
Go To
Search



9
Search
Commences

10
Finalist
Identified

11
Finalist
Interviews

12
Search
Committee
Recommends

13
Council
Go/No Go

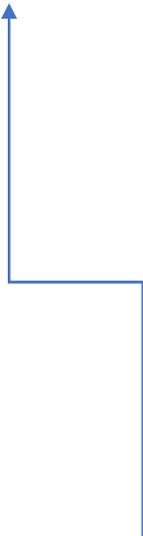
14
Council
Decision

15
Return to
Search

No

Yes

16
Go To
Hiring
Process



Process Steps & Timeline

- Select Search Committee January 15
- Finalize RFP January 31
- Council Approval February 6
- Forward RFP to Recruitment Firms February 7
- Receive responses to RFP February 28
- Select firms to interview March 6
- Interview firms March 13
- Select firm March 13
- Council Approves March 19
- Hire Search firm March 20

Process Steps & Timeline

- Search commences April 10
- 3-5 finalists identified to interview May 22
- Interviews June 12 week
 - Council meet
 - Community meet and greet
- Search committee makes selection June 16
- Council go/no go June 18