



CITY OF MANZANITA

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DEPARTMENT: City Manager
STAFF REPORT
CITY COUNCIL MEETING
COUNCIL MEETING DECEMBER 9, 2020

TO: Mayor and City Council
FROM: John Kunkel Interim City Manager
SUBJECT: Permanent City Manager Recruitment and Timeline

RECOMMENDATION

Council approve the proposed timeline and authorize staff to proceed with the recruitment for the permanent City Manager.

EXECUTIVE SUMMARY

The recruitment for a permanent city manager can be done either in house, or by a recruitment firm. The cost of a recruitment firm can run anywhere from \$15,000-\$25,000. I believe the City of Manzanita has the ability to conduct its' own recruitment for the new city manager. To have a manager on board by April, we should begin the advertising of the position around December 28, 2020.

DISCUSSION

The current contract with the interim city manager expires on March 31, 2021. In order to have a permanent city manager on board by April 1, 2021 advertising for the opening should begin in the month of December. Below is a proposed tentative recruitment timeline:

Advertise opening: December 28-January 22

Paper Screen: January 25-January 29

Zoom Interviews: February 8-10

Finalist Interviews: February 17-18

Offer of Employment: February 22

The advertising cost for this position should be approximately \$800.00-\$1000.00. I would propose we advertise on the League of Oregon Cities website, the League of California Cities monthly magazine and posting on the Association of Washington Cities job board. Typically, other professional job boards will post our opening from one of the previously mentioned sites.

I would also recommend that the Council form a recruitment committee to assist staff with paper screening etc. Staff will also survey the Council seeking the attributes and qualities sought in the next manager so those can be included in the recruitment information.

FISCAL IMPACT

\$1,000.00 +/- for advertising. Other funds may be expended during the recruitment such as transportation, lodging for the finalist etc. These are unbudgeted expenses but there should be adequate funds within the existing budget without having to make any budget adjustments.