

Attachment 1

February 22, 2022

Recruitment and Selection Procedures for City Manager

STAGE ONE: PROFILE DEVELOPMENT

The search firm, with input from the Mayor and Councilors, the City Manager, the Executive Leadership Team, City staff, and community members, will develop a profile of the qualities, characteristics, and specific abilities City Council desires in a City Manager. The desired qualifications will include the desired level of knowledge and skills necessary to effectively manage the City.

STAGE TWO: RECRUITMENT

Recruitment:

Recruitment materials will include a job announcement that provides background information on the City, the community, organizational needs, minimum qualifications of the position, and salary range. Approaches will include placement of advertisements and jobs postings in key states and metro areas, state and national publications, networking, targeted outreach to candidates, direct advertising, and email distribution.

Candidate Screening:

The search firm will complete initial screening of all applicants. The screening process will include an evaluation of minimum qualifications, initial interviews, reference checks, and preliminary background screening against the position profile. The search firm will provide to City Council a confidential written summary of the candidates that most closely meet the qualifications.

A City Council sub-committee, with the assistance of the search firm and the Enterprise Services Director, will select candidates for interviews. Candidate screening will be conducted in executive session.

Interviews:

The search firm will develop interview questions based on the specific qualifications established in the City Manager Profile. The search firm will plan and facilitate a multi-step interview process including pre-and post-interview briefings. The process may include writing exercises, presentations, panel interviews, tours, community events, and department director or key staff meet-and-greet sessions.

City Council will conduct the final interviews.

STAGE THREE: OFFER OF EMPLOYMENT

Upon completion of the interviews, City Council will meet in executive session to select a finalist, decide if the Mayor and Councilors should travel to the finalist's city to evaluate the candidate's qualities and community involvement, discuss the terms for an offer of employment, and direct the Mayor to extend a conditional offer of employment to the finalist.

The hiring of the finalist will be done by City Council at the council meeting following completion of the conditions.

CONFIDENTIALITY OF APPLICANTS

To secure the greatest number of highly qualified candidates, protecting the confidentiality of applicants is required until finalist(s) are selected for the interviews in Salem.

Updates

During the recruitment and selection process, the City will provide updates through media releases and the City's website and social media.

RECRUITMENT – TRAVEL REIMBURSEMENT

All expenses related for finalist(s) to travel to/from Salem for interviews will be paid by the City. Such expenses may include transportation, meals and lodging subject to the City's travel policy.