



Staff Report

File #: 22-63

Version: 1

Date: 2/22/2022

Item #: 3.a.

TO: Mayor and City Council
THROUGH: Steve Powers, City Manager
FROM: Krishna Namburi, Director
Enterprise Services Department

SUBJECT:

City Manager Recruitment and Selection

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance; Natural Environment Stewardship; Safe Community; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

SUMMARY:

Procedures to guide the City Manager recruitment and selection process in compliance with ORS 192.660(7)(d).

ISSUE:

Shall City Council approve the procedures for the recruitment and selection of the City Manager and set the salary range for the position?

RECOMMENDATION:

Approved the procedures for the recruitment and selection of the City Manager and set the salary range for the position.

FACTS AND FINDINGS:

The recommended procedures include Position Profile, Recruitment, and Offer of Employment (Attachment 1). The procedures are broadly written to allow discretion to meet City Council's specific needs.

By approving the procedures for the recruitment and selection of the City Manager, City Council can meet in executive session to review applications and conduct interviews. Candidate confidentiality is recommended until the final candidates are selected and have confirmed their availability for interviews in Salem.

Raftelis, the executive search firm assisting City Council with the recruitment, has developed a Position Profile (Attachment 2). The profile will be used in the recruitment and selection of the City Manager. A text version of the Position Profile without images is included (Attachment 3).

Raftelis will conduct the search, using approaches such as direct marketing and networking, and targeted outreach, in addition to traditional employment platforms. Raftelis will conduct initial screening of applicants, including evaluation of minimum qualifications, screening interviews, reference checks, and preliminary background screening. Raftelis will provide a confidential written report on the candidates for City Council consideration.

City Council, through a council subcommittee and with assistance from the Enterprise Services Director and Raftelis, will review the screened applications and choose the candidates for interviews by City Council.

Raftelis will assist the City with an interview process that may include:

- Tours of community and City-owned facilities;
- Meeting with Department Directors and staff;
- Public receptions, forums, and/or other public event to allow members of the community the opportunity to meet finalists;
- Candidate presentations to the City Council.

City Council will conduct the final interviews.

Following the interviews, Raftelis will complete background checks on the finalist or finalists selected by City Council. City Council will meet in executive session to select a finalist, discuss the terms for an offer of employment, and direct the Mayor to extend an offer of employment to the finalist. The employment agreement between the successful candidate and the City will be considered by City Council at the next available council meeting.

The City will provide updates on the process through media releases and on the City's website and social media.

The recommended salary range for the recruitment is \$220,000 to \$250,000. This range is based on the recommendation of Raftelis and is comparable to other similar size jurisdictions in the region. The current range is \$180,000 - \$220,000.

BACKGROUND:

City Manager Steve Powers announced his retirement effective February 28, 2022. On January 10, 2022, at the City Manager's recommendation, the Council appointed Kristin Retherford as interim City Manager, effective on March 1, 2022. In that recommendation, information was provided regarding the City's engagement of an executive search firm, Raftelis, and their proposal to assist City Council in a timely recruitment process and selection.

KRISNA NAMBURI,
ENTERPRISE SERVICES DIRECTOR

Attachments:

1. Attachment 1 Recruitment and Selection Procedure
2. Attachment 2 Candidate Profile
3. Attachment 3 Candidate Profile (text only)