



City of Oregon City

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Staff Report

File Number: 15-599

Agenda Date: 11/3/2015

Status: Agenda Ready

To: City Commission

Agenda #: 3a.

From: Human Resources Director Jim Loeffler

File Type: Report

SUBJECT:

City Manager Recruitment Process

RECOMMENDED ACTION (Motion):

Staff requires City Commission input, discussion and approval of the City Manager recruitment and selection process.

BACKGROUND:

At the October 21, 2015 Regular Meeting of City Commission, the Commission directed staff to prepare information for a special meeting to discuss and move forward on the recruitment and selection process to fill the recent City Manager vacancy.

Key questions for the Commission to consider include but are not limited to:

1. Recruiter - City staff or Executive search firm?
2. Where to emphasize candidate search area?
3. Budget for recruitment, interviewing, relocation?
4. Process to review and select finalists?
 - a. Staff component
 - b. Public component
 - c. Key stakeholder component
5. What is the ideal candidate profile? Attached to this report is a draft sample profile.
6. What salary and compensation package is the Commission willing to list in the job announcement and make in the job offer to the candidate? A City Manager salary and compensation survey from April 2015 is attached to this report.

BUDGET IMPACT:

Amount: TBD

FY(s): FY 2015-16

Funding Source: General Fund