

City Manager Recruitment Options

The City Commission has several options to fill the vacancy of the City Manager:

1. Place an Interim or Acting City Manager while the Commission decides how they would like to proceed with a long-term placement.
2. Contract with a recruitment firm to perform a national search with a formal process.
3. Have the City's Human Resources Department conduct a recruitment by posting the position for a designated period of time. A recruitment strategy plan will need to be developed to include posting sites, candidate vetting procedures, Interview process, selection process, job offer negotiations, and timeline.
4. Fill the vacancy by a direct selection of the majority of the City Commission. If members of the Commission are aware of a qualified person who is interested in the position, the Commission can vote to offer the position without a formal process. Terms of employment would need to be decided prior to the offer (i.e., salary rate). In such case, it is recommended that a staff person or persons be identified to negotiate with the candidate.