

PROPOSED PROCESS for Hiring New Port Orford City Administrator

Nov. 30 to Dec. 30, 2023— City Administrator Job opening ad is posted. City actively seeks applicants and accepts job applications.

Job ad will be posted on the city website and on networks for city managers and administrators, including LOC, International City/County Managers Association (ICMA) and the American Planning Association. Council will consider paid ads in local newspapers and councilor and citizens are encouraged to recruit promising candidates.

Dec. 5, 2023 —Special meeting: Councilors review City Administrator job description as revised by job description subcommittee for final consensus/ adoption. Updated job description posted on City website.

Councilors discuss and adopt hiring process, including schedule, and how job will be advertised.

Mayor appoints subcommittee of councilors to receive, review, and screen applications, based on the job description profile.

Subcommittee will send job applicants a letter outlining the hiring process (per LOC guidance) and, between Dec. 30 and Jan. 10, will select a subset of applicants to recommend to the Mayor and full Council.

Council directs city attorney to draft CA employment contract for Council review at Jan. 18 meeting —so it's ready before hiring negotiations.

Jan. 11, 2024—At a special meeting, the POCC will select a smaller group of top candidates.

Mayor appoints an interview committee made up of councilors, plus citizens with HR hiring experience, and city management staff that will be available to meet and interview prospective candidates between Jan. 22- Feb. 9, 2024.

Jan. 12-24, 2024—Background checks will be completed by review subcommittee. *(Seeking clarity/ may only be for the finalist)*

Jan. 18, 2024 —Council is updated on hiring progress at its regular meeting. Makes adjustments as need be to hiring schedule and reviews draft CA employment contract (in executive session?)

Jan. 24 to Feb. 9, 2024—Interview committee schedules and conducts interviews with promising candidates. If there are promising candidates from afar, virtual interview may be considered. Interviews will be scheduled as early and as close together as possible,

preferably on the same day or two —and must occur in meetings open to the public. A second interview for top finalists may be scheduled.

Feb. 15, 2024—At its regular meeting, Council members will meet in executive session under ORS 192.660 (2)(a) to consider employment of city administrator candidates. Council will select its preferred candidates and determine a salary and benefits package offer. Mayor and Council president will follow up with top candidates to negotiate a final contract. If the top candidate declines the position, the city may need to turn to another choice.

The Council will aim to make its final selection by mid February, however the schedule for this process may be amended as needed. If no adequate candidates apply, the City may elect to re-advertise the position.

If and when an interim CA is hired, that person may likely be assigned some tasks associated with this hiring process.