



City of Homer

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Human Resources

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Memorandum 20-044

TO: City Council

THROUGH: Katie Koester

FROM: Andrea Browning, HR

DATE: March 30, 2020

SUBJECT: City Manager Job Posting and Draft Schedule

At the March 23rd Council Meeting I was directed to re-advertise the City Manager position. The job is now posted on the City’s webpage and advertised nationwide. The job posting closes on May 10th.

Below is a draft schedule for Council review and input. I provided the dates that are possible, but did not insert dates for in-person interviews and beyond, since the current travel restrictions make this difficult to forecast.

In the event that Council selects only out-of-state candidates to move forward after telephonic interviews, we will have to evaluate next steps moving forward given the state of the COVID-19 emergency status/restrictions at that time.

Draft Timeline for CM Hiring

03/29/2020 – 05/10/2020	Advertisement/ Position Open
05/15/2020	Binders available for Council pickup, in conference room at City Hall
05/26/2020	Council Meeting; Applicant Review
05/27/2020	Background Authorizations sent to finalists
Week of:	
06/01/2020 or 06/08/2020	Telephonic Interviews
July	In Person Interviews if possible; dependent upon travel restrictions
-----	Selection made
-----	Negotiations
-----	Estimated start date will depend on applicant’s notice requirements
-----	Interim CM last day
-----	New Manager Sworn in on next Council Meeting date