



MEMORANDUM

City Manager Hiring Process

Item Type: Action Memorandum
Prepared For: Mayor Castner and Homer City Council
Date: March 20, 2024
From: Melissa Jacobsen, Acting City Manager

In order to facilitate a successful City Manager hiring process, I am providing you with this memo to advise how the process was structured during the last City Manager recruitment. We are looking for your guidance as to how you would like to proceed moving forward.

We last conducted a City Manager search in 2019/2020. The position was advertised nationally through GovHR, at a cost of \$3180 for the initial recruitment and \$2000 for the second recruitment. Advertisements also appeared in the Homer and Anchorage papers, the Alaska Municipal League, International City Managers Association, city web site, and State job service web site, as well as numerous online sources, which all have national coverage. The initial application period was six weeks.

Once the application period closed, HR Director Browning provided binders to each Council member with applications broken into three tiers:

1. Applicants who met both educational and government experience requirement
2. Applicants who met the educational requirement, but do not have direct municipal government employment or service
3. Applicants who appear to not meet the minimum qualifications for the position

If Council wants the CM search to begin as soon as possible, HR Director Browning could begin advertising nationally on or about April 8, 2024. However, that would mean the position would close near the end of May. I am unsure if Council wishes to interview in June, in the midst of the mid-biennium budget work, and a currently very full meeting schedule.

If Council members could agree on when they would ideally like to conduct interviews, we could advertise accordingly.

A work session is scheduled for April 8, 2024 to allow for further discussion on the CM hiring process. Mayor Castner has requested that I prepare an organizational chart that illustrates how we will move forward during this interim period, and plan to share this with Council during the work session.

HR director Browning has provided information pertaining to the last CM Hiring process for your review. Documents included are:

1. Current CM Job Description
2. Ad used locally + AML, ICMA, and other sources
3. 2020 Advertising Sources
4. 2020 GovHR doc (flyer) distributed in national search
5. Draft timeline from last recruitment
6. Scoring sheet

RECOMMENDATION: Provide feedback to the HR Director, if any, at this time.