

City Administrator Hiring Timeline – Based on Policy 404

Date	Task/Activity	Details
January 14	Consult with Mayor and Administration Committee	Approve Job Description, Salary, Benefits, Conditions of Employment, and Process
January 15-20	Create job description and posting materials.	Asst. City Administrator/HR Director and Marketing and Engagement Department
January 21	Approve job description and posting materials.	Mayor and Asst. City Administrator/HR Director
January 22	Post the position on professional networks, job boards, and social media. *	HR and Marketing and Engagement Departments.
Jan 29 – Feb 9	(Optional) Conduct community and city employee feedback survey.	Mayor, Asst. City Administrator/HR Director, Marketing and Communications
March 2	Application deadline.	N/A
March 4-8	Initial review of applications to shortlist candidates.	The Human Resources Director and at least one Outside Expert shall perform the first screening of the applications and agree as to what group of individuals should be selected for the first interview.
March 11-15	1 st Interviews conducted with shortlisted candidates.	The Human Resources Director, Mayor, Council President, and a group of Outside Experts and/or Executive Service Employees, shall serve as the first interview panel and conduct that interview. From that interview group, the panel may select a group of qualified individuals to recommend to the Mayor as candidates for a second interview.
March 25-April 11	2 nd Interviews conducted with selected candidates may include assessments.	The Mayor, Council President, and the Human Resources Director shall serve as the second interview panel and conduct that interview. From that interview group, the Mayor (in consultation with the Council President) may select one or more individuals for final consideration.
April 21 or 22	3 rd Interview with Administration Committee, finalists will be publicly announced.	The final selected candidate(s) will be recommended by the Mayor to the Common Council (Administration Committee) for a third (joint) final interview.
May 6	Resolution for final candidate's appointment is referred to Common Council.	Depending upon the situation the appointment and the agreement may be considered together.

Date	Task/Activity	Details
May 7- May 16	Extend the job offer to the selected candidate, negotiate an employment agreement, and conduct background checks.	The Assistant City Administrator/HR Director shall negotiate the terms and conditions of employment based on parameters set by the Common Council and contingent upon the candidate passing their background checks.
May 20	Common Council considers employment agreement.	Contract is executed if approved, and oath is given.
July 21	Official start date for the new City Administrator.	N/A

*Job Boards for City Administrator Position

1. League of Wisconsin Municipalities - lwm-info.org
2. Wisconsin City/County Management Association (WCMA) - wcma-wi.org
3. Wisconsin Municipal Clerks Association (WMCA) - wmca.wi.gov
4. Wisconsin Municipal Treasurers Association (WMTA) - wmta.org
5. Wisconsin Government Finance Officers Association (WGFOA) - wgfoa.com
6. Cities and Villages Mutual Insurance Company (CVMIC) - cvmic.com
7. National Forum for Black Public Administrators (NFBPA) - nfbpa.org
8. Latinos in Local Government (ELGL) - elgl.org/latino-local-government-leaders
9. Historically Black Colleges and Universities (HBCU) Connect - hbcuconnect.com
10. International City/County Management Association (ICMA) - icma.org
11. National League of Cities (NLC) - nlc.org
12. Careers in Government - careersingovernment.com
13. GovernmentJobs.com - governmentjobs.com
14. American Society for Public Administration (ASPA) - aspanet.org
15. Engaging Local Government Leaders (ELGL) - elgl.org
16. Government Finance Officers Association (GFOA) - gfoa.org
17. Strategic Government Resources (SGR) - governmentresource.com
18. American Association of Municipal Executives (AAME) - aamunicipalex.com
19. LinkedIn - linkedin.com
20. Indeed - indeed.com

Alternative Hiring Procedure:

Utilization of Firm to Recruit. The Mayor in consultation with the Human Resources Director, may request permission from the Administration Committee to utilize an outside firm which specializes in providing recruitment services for executive level public sector positions.