

City Council Workshop

July 11, 2016

Agenda Item #1

City Manager Hiring Process
Don Gerrish – Eaton Peabody

The City Council would like to meet with Don Gerrish, of Eaton Peabody, to have general discussion around the Interim City Manager's position and the search process for a new City Manager.


City Manager

Memo

7/14/16

To: South Portland City Council

From: Don Gerrish, Eaton Peabody Consulting Group (EPCG)

Re: Meeting with City Council

Dick Metivier and I are looking forward to meeting with the Council on Monday at 5:30pm to start the discussion on the City Manager Search for South Portland.

We plan to discuss the process we have used in other communities and are recommending for South Portland. Each community we have done searches for have had their own ideas and thoughts on the process and we worked with them to incorporate those ideas into their process. We would do the same with South Portland.

I have attached a sample timeline for the search to give you an idea of a typical process and the length of time it may take. Once the exact process for South Portland is decided, we will then develop a final timeline.

This initial process may take more than one meeting and in talking with the Mayor, we have tentatively scheduled Monday July 18th at 6pm to continue the discussion if needed.

My services as the interim City Manager can be discussed at either meeting.

South Portland City Manager Search
Sample Timeline
July-2016

7/14/16

Weeks 1 & 2

- Meeting(s) with City Council to discuss and finalize process for City Manager search.

Weeks 3 & 4

- Meetings with staff to determine characteristics they would like in a new City Manager. Holding a public meeting for citizens and businesses to comment on characteristics they would like in new City Manager.

Week 5 & 6

- Final decision on advertisement after reviewing information from staff and citizen input. Decision on which places to advertise.

Week 7

- Begin advertising for City Manager position (4 weeks).

Week 11

- City Council receives notebooks with recommendations on candidates to interview. Council can receive all resumes to review if requested.

Week 12

- Council meets to review recommendations on applicants and determines which candidates it will interview.

Week 14

- Council meets to interview candidates (4 to 6 candidates depending on field of applicants).

Week 15

- Background check and report of candidates selected for 2nd interview prepared for City Council.

Week 16

- Second round of interviews (2 candidates) and finalist is selected.

Week 17

- Contract negotiations with finalist.

Week 18

- New City Manager named and starting date announced.