



**Village Manager Search Committee Agenda
July 23, 2026 at 4:15 PM**

Committee

Ben Hunt, Chair
Dara Wood
Adam Frankel
Bob Rosen, Mayor

Staff Liaison

Scot Lahrmer, Village Manager

MINUTES

TOPICS OF DISCUSSION

1. Overview of the process
2. Greg Horn, Management Advisory Group
3. Mike Hinnekamp, Strategic Agora Advisors

ADJOURNMENT



A GUIDE TO THE RECRUITMENT AND SELECTION OF A CHIEF ADMINISTRATIVE OFFICER*

***PUBLISHED BY THE OHIO CITY / COUNTY MANAGEMENT
ASSOCIATION***

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ABOUT OCMA

The Ohio City/County Management Association (OCMA) is the leading organization in the State of Ohio promoting and developing excellence in local government. OCMA supports its members through professional development programs, member services, promoting high ethical standards, and networking with other professional organizations to achieve excellence in government. OCMA's mission is to promote excellence in local government management and encourage personal and professional growth of local government administrators.

INTRODUCTION: The 1912 Amendment to Ohio's Constitution provided "home rule" to municipalities allowing them to choose a form of government locally by adoption of a charter. Under the Charter form of government Ohio municipalities were given an option to adopt the council manager form of government. Dayton became the first city to adopt the council manager form of government in 1913. In 1957 the legislature gave Ohio counties authority to establish county administrators and in 1976 Ohio townships were given the authority to appoint township administrators. These changes recognized the need and desire for professional local government management.

Formed in the mid-1960's, the Ohio City Management Association (OCMA) exists to support professionalization of public administration in Ohio's local governments and to provide for the continuing educational support to its members. OCMA provides a focal point for information and support to cities, counties, townships and villages interested in exploring new relationships between politics and administration. Often this interest involves considering the adoption of a charter form of government creating a council-manager system of government. Over the years, interest in professional administration in tandem with local political leadership has broadened to consider a variety of hybrid structures for carrying out the public's business.

OCMA believes a local government form which defines roles for political leaders, but calls for policy execution and administration to be in the hands of a professional, is a preferred approach for Ohio local government. Our experience with executive searches has given us insights into steps which can make any executive selection process more effective in launching a solid working relationship among council, administrator, staff and community.

HOW TO USE THIS RECRUITMENT GUIDE

This guide is intended for use by all local units of government in Ohio. The terms Administrator and Manager are used interchangeably, and readers should customize the information in this guide for their own situation. Similarly, in some places specific units of government are mentioned, but the intent is that this information can be customized for each local unit of government.

STEPS IN THE RECRUITMENT AND SELECTION PROCESS

The process of a search can be undertaken by two methods: internally or with the help/ guidance of a municipal executive search firm. Municipal executive search firms are professional organizations dedicated to the placement of executives in the private and public sector. With either option, the search process will be expedited if an internal search committee is established to handle some of the logistics of the search.

The following identifies and explains each step in the selection process including suggestions for making such searches successful. Estimates of the time each step should take are also indicated.

PREPARATION:

DEFINE THE POSITION (2-3 Weeks)

Review any local ordinances or State statutes that created the position to make sure they accurately reflect the administrator's duties and responsibilities.

Professional administrators can come from different backgrounds but a common denominator should be adherence to a framework of standards and practices which assure an understanding of the relationship the new hire is to have to policy, politics and administration. If being hired by a Council, Trustees, or a Board of Commissioners, it must be clear that he/she works for all of the elected officials. If being hired by the Mayor in a statutory form of local government, it must be clear the professional is being hired to be detached from partisan politics and have a focus on faithfully implementing policies adopted by Council. Many local government professionals are likely to be a member of the International City/County Management Association and, as such, have committed to that organization's code of ethics.

DEVELOP A PROFILE FOR THE INDIVIDUAL (2-3 Weeks)

A profile of the skills, experience, training and qualities of the position should be developed by the governing body. It is extremely important that the applicant and the mayor/council clearly understand what the duties and responsibilities of the manager or administrator are to be. The duties should be in writing and specifically set out in material provided to candidates as applications or expressions of interest are received.

Initially, position profiles should identify what's most important to the hiring body. Not *every* positive attribute needs to be listed in the position profile. From the profile, applicants should be able to determine if they are a good fit for the job and focus their preparation. Developing this profile is the job of the consultant and/or search team and it consists of two phases. First, generating a comprehensive list of position duties, major issues, professional skills required, and personal characteristics desired through one-on-one and then group discussions with the elected officials, key staff, and community leaders. Second, resolving differences and uncertainties and boiling these down to the primary and secondary duties, issues, skills, and personality traits sought -- which are then approved by the hiring body and included in the application material. Both take quite a bit of research time and facilitation skill to perfect.

The hiring body should prepare a packet of information which includes the budget, financial plan, comprehensive plan, demographics, strategic plan, mission, and any other pertinent information. Copies of relevant state statutes and/or charter provisions should be included. The hiring body also needs to consider the terms of an employment agreement to be offered.

It is extremely important that the manager/administrator and the mayor/council work as a team under a climate of trust, openness, and mutual respect. A team which knows what each player is to do and relies on each member doing their part.

Before any candidates are contacted or any processing done on applications, Council should engage in an inclusive process of defining the issues foreseen for the new administrator/governing body team. A thorough examination of the context for the new professional should include Council's discussion of the working relationship members expect to have with the new staffer. Including senior staff members and significant stakeholders municipal issues should be a starting point for drafting the profile. Done correctly, the profile becomes the seminal document in the search process. Council's interview questions and reference checks should be anchored in the profile. Applications should be pushed through the filter created by the profile to check their potential fit.

RECRUITMENT PREPARE AN ADVERTISEMENT AND ESTABLISH THE SALARY RANGE

Draft a job announcement providing brief overview of the municipality and its current characteristics (population, budget, reason for the opening). Candidates should be informed in the advertisement of Ohio Open Records Law and encouraged to seek information and ask questions they may have under consideration in deciding whether to submit a formal application.. (Attached please find a sample ad on page 19)

WHERE TO ADVERTISE

The three most common publications for placing position announcements are the International City/County Management Association (ICMA) job center, the Ohio City/County Management Association website and the Ohio Municipal League. It may be advisable to contact positively regarded professional municipal administrators to announce the opening and seeks suggestions about potential candidates that it might be useful for the local government to contact to encourage interest.

ACKNOWLEDGMENT LETTER

A letter thanking a candidate for his or her interest should be sent on city stationery as soon as an application has been received. It is acceptable to send an acknowledgment letter via e-mail if the application is received via e-mail. Applications received by postal service should be acknowledged the same way, by postal service.

RESIDENCY

Ohio law no longer allows residency requirements in local government charters. If residency within the municipality is desired, clearly state this in the advertisement. Thought should be given to define if the local government is open to candidates living outside of the jurisdiction which will broaden the pool of potential candidates. If residency is desired, it should be discussed whether the elected body is open to a period of transition during which a successful candidate may live outside the community.

OHIO OPEN RECORDS LAWS

The Ohio courts and Attorney General have ruled that job applications are considered public records upon receipt, whether they are received by the local government, a search committee, or a

consultant. As such, the public as well as the news media can request copies of that information (it may be redacted for the privacy information as per State law). Recognition of this should be included in any posted job announcement.

SELECTION:

SCREENING OF APPLICANTS

Screening can begin after the closing date for applications. When using an outside search firm, initial screening is usually performed by the consultant who may conduct initial interviews prior to presenting candidates to the elected body or official. Where the search process is being done in-house, screening can be done by the full council or an appointed sub-committee to weed out those without the basic qualifications for the position. A telephone interview may be helpful to further reduce the number candidates to 7 or 8. Depending on the number and the process you have approved, all applications received may or may not be forwarded to the entire council. It is recommended that the applicants be notified of their status once they have been eliminated from any further consideration.

BACKGROUND & REFERENCE CHECKS

The top 2-3 candidates selected by the elected body should have a personal reference check with at least three references. Reference checks are usually made with work-related contacts. The reference check should be done by the search consultant or screening committee.

The top 2-3 candidates should also have a background screening. It is recommended that this should be done by a private firm. Private firms can perform this service for a modest fee. This should include a check of criminal, credit, civil and other records along with verification of educational degree achievement. A written report should be obtained.

Please see the attached Sample Authorization and Disclosure Form on Page 20, which each candidate should sign.

See an example of a reference check form on page 21.

INTERVIEWS

It is important the entire hiring body interview all proposed interviewees. Questions intended to test the candidate's reaction to issues raised in the profile should be prepared in advance and asked of all candidates. After each interview panel members should be asked to record their reactions but not hold an extensive discussion of each candidate until all candidates have been interviewed. Sample questions and an interview evaluation sheet begin on page 10.

Normally, the local unit of government pays transportation costs, meals and lodging for candidates being interviewed and their spouses and/or families that will be moving with them if they are chosen for the position. It is also recommended that a tour of the community be provided by staff

or elected officials. A summary on interviewing techniques is included on page 13.

In some communities, the hiring body also involves other members of the community in the interviewing process with the candidates chosen for in person interviews. Members of the council may want to consider a panel interview of the finalists by members of the chamber of commerce, local civic or charitable institutions, other local governments or local government staff.

The hiring body is urged to identify its preferred candidate at the end of the interviews.

APPOINTMENT

When the hiring body has tentatively selected its preferred candidate, there are still several decisions that need to be made. Someone from the hiring body may wish to visit the candidate's present local government in order to speak personally with people there about the administrator's performance. The results of this exploration should be shared with all members of the selection process.

CONTRACTS

If a finalist is selected and tentatively agrees to be hired, a contract should be prepared reflecting the terms and conditions agreed upon with the finalist for his or her review. Contracts with Administrators are common.

Other finalists should not be rejected until the hiring body has reached agreement with its top candidate. Negotiations between the government and its top candidate can occasionally break down, requiring the hiring body to turn to its second choice.

The council must refrain from any announcement that the position has been filled until all details and/or an agreement are finalized and the candidate is agreeable as to the timing of the announcement.

Most administrators will require a minimum of thirty (30) days to give notice to the present employers and relocate to a new city.

FORMAT FOR AN ADMINISTRATOR PROFILE

(For Council Use)

Describe the background, skills and qualities you feel your city needs in an administrator.

GENERAL

Importance
(High, Med., Low)

- | | | |
|----|---------------------|-------|
| 1. | Relevant Education | _____ |
| 2. | Relevant Experience | _____ |

SKILLS AND PAST PERFORMANCE

- | | | |
|-----|--|-------|
| 1. | Council Relations | _____ |
| 2. | Administrative Ability | _____ |
| 3. | Written and Oral Communication Skills | _____ |
| 4. | Budget / Finance | _____ |
| 5. | Human Resources | _____ |
| 6. | Labor Relations / Collective Bargaining | _____ |
| 7. | Community Relations | _____ |
| 8. | Intergovernmental Relations | _____ |
| 9. | Economic Development / Revitalization | _____ |
| 10. | Innovation and Major Achievements | _____ |
| 11. | Infrastructure and Facilities | _____ |
| 12. | Specialized expertise which might pertain to your city, e.g. parks and recreation, utility management, solid waste and landfill management (be specific) | _____ |
| 13. | Emergency and Disaster Planning | _____ |
| 14. | Information Technology | _____ |

A SAMPLE ADMINISTRATOR/MANAGER PROFILE

EDUCATION AND EXPERIENCE:

A Bachelor's degree or equivalent experience in municipal government should be required, a Masters degree preferred. A minimum of three (3) years of experience as an administrator or assistant is required, with five (5) years preferred. Past experience of individual must show performance in areas including supervision, municipal budgeting and finance, human resource management, information technology, risk management, grants procurement and administration, economic development strategies, understanding of state laws, and other related matters including land use planning, zoning regulations, engineering and public works. Prior Ohio experience preferred. Experience and knowledge in municipal accounting is desirable.

SKILLS AND PAST PERFORMANCE:

1. Administrative Ability

Must have demonstrated performance in providing sustained administrative leadership and coordination of staff and board activities in carrying out the acts and directives of the council through overall supervision and coordination. Good communication skills are a must, including the ability to listen and communicate with various segments of the community. the person must be willing to devote whatever time is necessary to achieve the goals and guidelines established by the council. Knowledge of how to organize municipal departments, and demonstrated leadership qualities are desirable.

2. Council Relations

Ability to take time and interest in working with council members to keep them informed and explain technical processes. Should be able to adequately inform the council on a regular basis so there are no surprises. Both written and oral communications with the council are essential. The person must be able to accept constructive criticism and to implement the needed changes. Candidate must be open and honest with the council and able to present all sides of an issue which affect the city. The individual must be able to carry out the intentions and directions of the council.

3. Budget and Finance

Should have demonstrated prior experience in preparing, recommending and implementing a city budget. Experience and expertise in grant procurement is desirable, as well as dealing with city owned utility finances.

4. Human Resource Management/Collective Bargaining

Must have demonstrated performance in human resources and/or collective bargaining for a community having not less than 10 employees. Must have some knowledge of Illinois labor relations law. Must demonstrate a personality which can communicate city goals and needs to employees.

Community Relations

Candidate must have demonstrated involvement in community activities. Experience working with and understanding the needs of the business community is highly desirable. Candidate should be able to present a confident image of the city to the community at large. Must be able to demonstrate a positive, productive attitude to citizens of the community.

Intergovernmental Relations

Must be able to relate to and develop a good working relationship with other communities, county governments, schools, other local governments, and state and federal agencies.

Innovations and Major Achievements

Must have demonstrated the ability to set personal and employee goals, and be creative and aggressive in seeking solutions to city problems. Individuals must be able to seek and receive support and involvement from the council, employees and the community on various topics.

Infrastructure and Facilities

Prior knowledge in the operation of water and wastewater utilities and street drainage would be desirable. Ability to deal with maintenance and project funding is desirable, including the ability to deal with engineering firms and other types of consultants. Experience in contracting for services like solid waste hauling and recycling, along with working knowledge of information technology, is desirable.

Public Safety

Experience in overseeing emergency preparedness, police, and fire operations.

INTERVIEW QUESTIONS

It is suggested that the Mayor and Council each ask a question(s) and that they each ask the same question(s) to each candidate.

1. Provide a brief summary of your education and work experience.
2. How would you describe your leadership and management styles?
3. What do you perceive to be the Administrator's role in working with the Mayor? Council?, Attorney, Clerk?
 - a. How and when do you communicate with the Mayor and Council?
 - b. How and when do you delegate responsibility and authority?
4. In your opinion, what role should the Administrator have in the community?
 - a. Do you believe the Administrator should be an active member of a service or fraternal organization?
 - b. How do you deal with the news media?
 - c. How do you deal with special interest or single interest groups?
 - d. What is the best way for an Administrator to deal with an angry constituent?
5. Let's discuss personnel issues:
 - a. Have you been at the bargaining table and been actively engaged in negotiating an agreement?
 - b. Have you experienced mediation, fact finding or arbitration? Which ones?
 - c. Have you ever had to discipline, demote or fire an employee? Please elaborate.
 - d. How do you educate, encourage and motivate your staff?
 - e. Are you familiar with state and federal laws relating to non-discrimination, sexual harassment, ADA and equal opportunity?
 - f. Have you had charges of violation of state or federal employment laws or a grievance filed against you or your city?
 - g. Describe your experience in the preparation and implementation of personnel rules, regulations, and compensation plans.
 - h. What is your experience with employee benefits administration, group health insurance and risk management?

- i. What in your opinion is the most serious issue today in local government personnel management?
- j. How and when should private sector resources (e.g. contractors) be utilized to provide village services?

6. Now let's talk about municipal finance:

- a. Are/were you the designated budget officer for your city? Did you prepare and present the budget to the Council and upon adoption were you responsible for implementation?; what is/ was the form of the budget-line item, program?
- b. Have you experience with Debt Financing? Please give an example.
- c. Have you secured and administered any type of loans or grants? Please give an example.
- d. Describe the most successful capital improvement project you were responsible for and what made it successful?
- e. Have you reviewed the annual budget and/or annual report? If yes, what is your impression of the city's financial condition?
- f. What is your opinion of "pay as you go" financing of maintenance and capital projects? special assessments?; special taxing districts?
- g. What type of financial reports do you provide the elected body and with what frequency?

7. Please briefly describe your experience with:

- a. Land use planning
- b. Economic development/redevelopment
- c. Tax increment financing
- d. Business attraction and retention programs
- e. Beautification programs
- f. Business assistance programs; e.g. façade improvement; code compliance, etc.
- g. Annexation
- h. Subdivision policies and regulation particularly as they relate to stormwater management

- i. Zoning
 - j. Building code administration
 - k. Municipal facilities expansion, in particular water and wastewater utility expansions
8. Have you read the city's comprehensive plan? What is your opinion?
 9. Have you toured the city. What is your opinion of what you have seen?
 - a. Municipal facilities
 - b. Residential areas
 - c. The downtown
 10. In the field of intergovernmental relations, what experience have you had in dealing with other units of government (counties, schools, parks, Councils of Government, State Legislature, etc)?
 11. Do you feel comfortable "lobbying"?
 12. Have you been an active participant in the activities of a statewide municipal league, a statewide city or county management association, the International City/County Management Association (ICMA) or other professional organizations devoted to local government? Please give an example.
 13. Please describe what applications of computer technology you have implemented in your city;
 14. Where do you expect be in your career in five years, ten years?
 15. Is there anything embarrassing in your background, personal and professional life that would give us pause to consider offering you the position?
 16. If offered the position what would you expect in the way of an employment offer/agreement and when would you be able to start?
 17. What questions do you have of us?

SUMMARY OF SUGGESTED INTERVIEWING TECHNIQUES

Following are some recommended “do’s” and “don’ts” when interviewing candidates. Remember that the law does not prohibit employers from obtaining all the information about a candidate they deem important, so long as the questions are job-related and do not elicit information which could be used for discriminatory purposes.

DO:

1. Review questions ahead of time with legal staff who can advise Question objectively. Relate questions to the requirements of the job profile and be consistent from one applicant to the next.
2. Ask questions that require more than a yes or no answer. Use general or open-ended questions.
3. Avoid unduly sympathetic or unsympathetic words, gestures or facial expressions which would make the candidate think you agree or disagree with his / her answer.
4. Avoid posing a problem or situational question combined with possible solutions. Let the candidate generate his / her own solution.
5. Develop questions based on earlier statements made by the candidate.
6. Ask questions designed to encourage the candidate to reveal what knowledge and expertise he / she possesses.
7. Avoid “trick” questions.
8. Avoid displaying your personal opinions or viewpoints through the questions you ask.
9. Listen attentively to every question asked and every answer given. Make the candidate aware that you are listening by looking at him / her while speaking.

DON'T

1. Don't let early biases form.
2. Don't ask unnecessarily long questions.
3. Don't let the candidate digress beyond the point of answering the questions satisfactorily.
4. Don't ask confrontational or intimidating questions.

BIASES AND OTHER POTENTIAL PROBLEMS

Participants in interviews are very human and some of the following will likely influence the interview and selection process:

1. Governing bodies may not agree among themselves, creating an oversized list of everything each member is looking for in a candidate. Without a strong consensus, each member of the governing body will have a different vision of the “perfect” candidate.
2. Too much emphasis can be placed on experience in communities similar in size and demographics to their community, rather than on skill sets.
3. The candidate selection and interview process takes considerable time and it can be difficult for some participants to stay focused on the process. This is a reason to space out interviews.
4. Selecting a candidates is part art and science. With multiple qualified candidates, it often comes down to subjective but often legitimate “Fit & Feel” -- gut assessments.
5. Interviewers may prefer candidates that are most similar to themselves in terms of style or background. This may result in a first-impression or confirmation bias in interviews that diminishes the overall needs of the organization in hiring for a specific position. Stick to the agreed upon Profile to keep focus on issues facing the municipality.

APPLICANT'S INTERVIEW QUESTIONS

It is important to generate a two-way dialog during the interview process to increase the odds of attaining a "best fit" for both parties. Here are some great questions we've heard applicants ask either the recruiting team or the interview panel.

Candidates always should ask a question that reflects their research into the community. Governing bodies like it very much when candidates do their homework. For example, "I noticed in your budget that your TIF is scheduled to expire in a few years. Have you had any recent discussions about how you want to close it out and use the remaining funds?" Make sure you're prepared with helpful options...

"What were some of the characteristics you liked and didn't like about your previous managers?"

"If I were appointed to be your next Manager, what should I know about your organization that maybe has not been discussed so far?"

"If I were fortunate enough to be your next Administrator, would it be possible to have a goals setting session with all of you so I can understand the priorities you would like me to focus on?"

A good question to ask of the Mayor or Chair, "What is the number one need or goal in the community that you think the new Manager should address?"

If you are being interviewed by staff, addressing those present in the interview by name and asking each of them a question about their area based on your research of the organization leaves a very good impression.

One of the best questions in a second interview is also a tricky one. "What most impressed you about my credentials and are there any items you are uncertain about"? You can then address any perceived shortcomings or highlight an attribute you feel outweighs an actual shortcoming. Remember, there are not always weakness, just other combinations of skills that would be a better fit.

Another tricky but very useful one to understanding how the elected body operates is "What do you see the key differences to be between the roles of: a) the Mayor vs Council and b) Elected Officials vs Administrator and Staff?"

6 months from now, what would an excellent performance review for this position look like and how would it be conducted?

If the hiring body does not give you an opportunity to ask questions, ask them if it would be OK for you to ask a "quick one." And then also include a closing statement indicating your desire to serve as their next Administrator -- but be succinct and respectful of their schedule.

Do not ask questions that require an answer from every board or council member or take a lot of time to answer.

Finally, individualized thank you letters or e-mails following the interview also tend to set a candidate apart from others, especially if the competition is tight.

INTERVIEW EVALUATION FORM

Applicant: _____

Rate applicants 0-4 for each criteria.

0: Not Recommended, 1: Qualified, 2: Well Qualified, 3: Superior

1. Experience and Expertise

- (a) Applicability of experience to your city and its challenges
- (b) Knowledge and involvement in all aspects of municipal government
- (c) Depth of experience
- (d) Degree of current/past responsibility
- (e) Application of technology to city operations

Comments: _____

2. Education

- (a) Relevant degrees
- (b) Specialized training; career development
- (c) Keeps current with new technology and advancements

Comments: _____

3. Communication and Public Relations Skills

- (a) Ability to transmit ideas clearly, directly and succinctly
- (b) Ability to organize ideas, summarize and express them with confidence-verbal and written
- (c) Manner in which the applicant comes across- e.g. openness
- (d) Approach to the news media, citizens, etc.
- (e) Use of information types-electronic, print, etc.
- (f) Is customer oriented
- (g) Non-verbal communication skills (physical, eye contact)

Comments: _____

4. Leadership Traits and Management Style

- (a) Ability to work with others-team leader and player

- (b) Ability to make decisions, recommendations and execute
- (c) Openness to alternative approaches
- (d) Is your idea of the type of individual for the position
- (e) Personality traits in relation to personality of city
- (f) Will move the organization and village forward

Comments: _____

5. Budget and Finance

- (a) Understanding of financial planning and budgeting
- (b) Knowledge of capital improvement programming
- (c) Grasp of overall financial administration and reporting
- (d) Knowledge of formation of operation and capital financing mechanisms
- (e) Ability to work with lean resources
- (f) Familiarity with loan and grant programs

Comments: _____

6. Personnel Management

- (a) Experience in human resource management
- (b) Ability to deal with personnel problems and problem employees
- (c) Experience in training and motivation of employees
- (d) Experience in collective bargaining and contract administration
- (e) Familiarity with state and federal employment laws

Comments: _____

7. Community and Economic Development
- (a) Overall knowledge of growth management, community planning and development and annexation, subdivision and building regulations
 - (b) Experience in redevelopment and tools to encourage it
 - (c) Familiar with business attraction and retention practices

Comments: _____

Comments: (Special observations during interview)

SAMPLE AD FOR A TYPICAL CITY/VILLAGE ADMINISTRATOR POSITION

City Name, OH (Pop: xxxxx)

(Job Title): Salary \$xx,xxx to x\$xx,xxxK + Excellent benefits DOQ&E. Exciting and challenging opportunity in a growing community with a good quality of life and excellent schools located The Mayor Village Council are seeking a proven visionary leader to team with them as they plan for a dynamic future. \$xx Million budget; xx full-time and xx part-time employees. Appointed by the Village President and approved by a six member Village Council who are elected at large to four year, staggered terms.

BA in public administration/ related field; MPA preferred. 3 years of progressively responsible municipal management experience as a village administrator or 5 years as an assistant village administrator in a full service community. Excellent communication and interpersonal skills. Proven ability to analyze issues and recommend actions; able to build positive relationships with the community and other governing bodies; experience in budget/financial management, economic and residential development, and labor relations.

Residency required (if applicable).

Cover letter and resume to XXXXX , Address; by (date); e-mail address . EOE/AA/ADA.

AUTHORIZATION & DISCLOSURE FORM

I, _____, voluntarily and knowingly authorize permission to the (local unit of government) Ohio, Name of firm. & its agents to conduct education verification, criminal, civil, credit and driving record investigations, also to contact individuals for personal and work experience reference checks about me now or at any time during my employment. I agree to provide references if not previously included with resume. I understand that preliminary background investigations will require that I provide my full legal name, common address, date of birth, and SSN.

A Consumer Report, also known as a Consumer Credit Report, as defined by the Fair Credit Reporting Act ("FCRA") and applicable state law, is a written or oral report or other communication that may include a summary of my credit standing, credit capacity, credit worthiness, debts or check writing experience; insurability; character; general reputation; personal characteristics or mode of living. An Investigative Consumer Report is a report prepared that may contain information regarding my character, general reputation, personal characteristics, or mode of living obtained through any means, including personal interviews with my friends, neighbors, or associates or with others with whom I am acquainted or who may have knowledge concerning any such items of information.

I voluntarily and knowingly release from all liability the (unit of government), Name of Firm and its agents who request and/or conduct such investigations supplying information for such investigation, except that such release shall not be implied to waive any rights I may have to correct errors or misstatements contained in the consumer report or investigative report obtained pursuant to this agreement.

Signed

Dated

Full Name	Driver's License #
Address	State of Issue
City, State, Zip	Date of Birth
Social Security #	

As an alternative, this information can be emailed directly to <e-mail address>

ADMINISTRATOR CANDIDATE REFERENCE CALL

CANDIDATE'S NAME:

NAME OF REFERENCE:

NAME OF PERSON MAKING CALL:

DATE OF CALL:

QUESTIONS

How long have you known (Name)?

In what capacity?

How long has he/she been in that capacity?

What are/were his/her chief responsibilities?

What were his/her most significant achievements?

In your opinion, in what area(s) did (Name) not perform as expected.

<If applicable> Why did (Name) leave?

What would you say are (Name) strengths?

What would you say are (Name) weaknesses?

On a scale of 1 (low) to 5 (excellent) how would you rate (Name) as a:

Communicator:

Manager:

Leader:

Participant in community activities:

Team Player:

Professional:

YES/NO: In your opinion:

Is (Name) honest and have integrity and a reputation for following and requiring the highest ethical standards?

Is (Name) a forward thinking leader and administrator able to encourage elected officials and staff to develop new ways of looking at problems and opportunities and arriving at effective solutions?

Does (Name) display an attitude of teamwork and creativity in municipal problem solving, while ultimately accepting responsibility for the quality and effectiveness of Village operations and work?

Does (Name) have a personal professional style, which will establish early credibility with

elected village elected and appointed officials, employees and community?

Does (Name) have the ability to develop positive relationships with elected officials individually and collectively and to treat them equally?

Is (Name) able to accept the policy direction of the Mayor and Council when it differs with his/ her recommendation?

Is there anything embarrassing in (Name) background, personal and/or professional life that would give us pause to consider appointing him/her village administrator? ***(Might ask village attorney to look at this one and to give you alternate language to get at the same thing).***

Finally, is there anything you would like to add? (If so, record it here).

Recruitment Guidelines for Selecting a Local Government Administrator



January 2012

ICMA

Leaders at the Core of Better Communities

Recruitment Guidelines for Selecting a Local Government Administrator

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About ICMA

ICMA advances professional local government worldwide. Its mission is to create excellence in local governance by developing and advancing professional management of local government. ICMA, the International City/County Management Association, provides member support; publications, data, and information; peer and results-oriented assistance; and training and professional development to more than 9,000 city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect 185 million individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

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Preface

This *Recruitment Guidelines for Selecting a Local Government Administrator* was first published just over ten years ago. While a lot has changed in ten years, the basic process for selecting a chief administrator¹ has remained substantially the same. It still requires careful planning, astute evaluation of candidates, and a clear understanding of the relationship between the governing body² and the chief administrator. In this edition, however, new focus has been given to the ICMA Code of Ethics—the foundation of the local government management profession—and the emergence of the Voluntary Credentialed Manager program.

The Task Force on Recruitment Guidelines was formed in Fall 2010 and consisted of a very diverse group of ICMA members (many of whom have served on the ICMA Executive Board), Range Riders (former local government practitioners), younger members of the local government management profession, and representatives from executive search firms. From its only face-to-face meeting at the 2010 ICMA Conference in San José, this Task Force embraced the challenge of updating the guidelines. Over the next several months, we formed work groups to focus on three key elements of the process: recruitment, selection, and negotiation. After countless conference calls and emails, the new and improved *Recruitment Guidelines for Selecting a Local Government Administrator* emerged.

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¹ Chief administrator refers to a manager, administrator, or executive of a local government.

² Governing body refers to the elected officers of a town, village, borough, township, city, county, or a legally constituted council of governments.

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Special appreciation is extended to Tom Fountaine for serving as the negotiation section chair; Peter Herlofsky, selection section chair; and Debra Kurita, recruitment section chair. Debra Kurita deserves special recognition as she labored many hours converting writing styles and formats into one consistent, easy-to-read document. On behalf of ICMA, I am grateful for the active engagement of each Task Force member. Special thanks to Jared Dailey of the ICMA staff, who assisted in the overall coordination of the Task Force.

It is the hope of the Task Force that this guidebook is promoted and distributed to those who are in the environment to hire a chief administrator for a community. To the governing body representatives who use this guidebook, we thank you for your service to your communities and wish you every success in finding the professional local government manager to help you guide your community to be the best it can be.

In closing, it has been my privilege to have served as the chair of this Task Force.

Bonnie Svrcek
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1. Introduction

"Thousands of decisions are made every day in cities, towns, and counties that determine our quality of life.... Professional managers craft the plans and make the decisions that transform good communities into great ones.

—International City/County Management Association (ICMA)

Selecting a chief administrator is perhaps the most important decision that elected local officials will make for their community.

This guidebook was created by experienced, seasoned local government managers. It is designed to help elected officials, human resource professionals, local government staff, and professional executive search firms navigate the recruitment, selection, and negotiation processes to find the individual who is best suited to serve as the chief administrator. The chief administrator is like an orchestra conductor, directing and managing a team of professional, administrative, and field staff while interpreting and working toward the goals and objectives of the community's elected officials.

This guidebook offers best practices that will be most meaningful to you and your community in selecting a chief administrator. Because all communities, governing bodies, and chief administrators are not the same, this is not a "one size fits all" guidebook. Nevertheless, the local government managers who created this document are firmly committed to the ICMA Code of Ethics, which is a non-negotiable foundation for professional local government management, and strongly recommends that the hiring governing body use the Code of Ethics as a tool in its search for a professional local government manager. Herein, we explain recruitment choices and the selection processes to fit the unique size, culture, and dynamics of an individual community. Topics include provisions for interim management; the spectrum of resources available to assist in the recruiting process; applications, communications with applicants, and interviews; compensation; and transition. The appendices provide the ICMA Code of Ethics, ICMA Compensation Guidelines, a directory of professional organizations that are likely places to advertise for a chief administrator, potential interview questions, the do's and don'ts of applicant relations, and the ICMA Model Employment Agreement. Using this guidebook can make recruiting and selecting a new chief administrator a positive, enjoyable, and unifying experience for you and your colleagues as elected officials.

As you use this resource, you will see highlighted in the margins important points for selecting the best individual for the position.

When faced with an upcoming or immediate vacancy in the chief administrator position, the governing body must quickly address the following questions:

- What should we do to ensure that the affairs of the local government are properly administered until a new chief administrator is selected and on board?
- How do we conduct a recruitment to fill the vacancy?

The following material provides tips and guidelines on the processes that the governing body needs to employ to successfully answer these questions. It identifies and discusses the key elements of managing the organization between the time that one chief administrator departs and another arrives, as well as the major decision points in conducting the recruitment, selection, and negotiation processes for appointing the new chief administrator.

Professional local government managers are committed to

- Serving as stewards of representative democracy
- Practicing the highest standards of honesty and integrity in local governance, as expressed through ICMA's Code of Ethics
- Building sustainable communities as a core responsibility
- Networking and exchanging knowledge and skills across international boundaries
- Lifelong learning and professional development
- Financial integrity and responsibility for management of the community
- Implementing best management practices.

2. Managing the Organization during Recruitment

The governing body must act thoughtfully and deliberately in determining how to ensure that the operations of the local government are properly managed during the period before a permanent chief administrator is selected and on the job. When faced with a vacancy in the chief administrator position, the governing body needs time to carefully consider the qualities, expertise, and experience it hopes to find in a new administrator and to use the agreed-upon criteria to develop the administrator profile. It then needs sufficient time to recruit and select the best possible successor who meets these criteria. While that is happening, however, it is important that the governing body identify a professional who will act as the chief administrator and properly manage local government operations while the recruitment process is underway.

Major Decision Point: Appointing an Interim Administrator

If the vacancy is the result of a planned retirement, the governing body may consider asking the current administrator to continue leading the organization for a short period of time on a contract basis. Alternatively, the governing body may elect to consult with the outgoing administrator regarding possible staff members who could fill this role.

In some cases, the members of the governing body may agree that they have confidence in a specific staff person. If there is an assistant administrator, for example, the governing body may appoint that person as interim administrator. If this assistant will be considered for the permanent position, the appointment as interim administrator will provide the elected officials with an opportunity to observe firsthand how the assistant handles the job. Another option is to appoint an assistant or department director (who will not be a candidate for the position); someone who is mature, seasoned, competent and respected by fellow employees.

Should the governing body determine that there is no one on staff who it can or wants to appoint as the interim administrator, it may decide to retain the services of a retired administrator or an administrator who is between jobs. State associations, municipi-

pal leagues, or ICMA Range Riders are resources for identifying potential interim administrators.

The governing body should publicly announce the appointment of the interim chief administrator. Regardless of who is appointed, it should be made clear to all local government officials and staff that the interim chief administrator is responsible for implementing governing body policy and overseeing operations. It should also be made clear that if the interim administrator is ultimately selected to fill the position permanently, it will be because that person has proven to be the best among all the applicants.

Interim Management: The Governing Body's Role

Obviously, the local government must continue to operate during the interim between the departure of the current chief administrator and the appointment of the new one. The governing body and interim management team should do whatever is necessary to make sure that important projects and service delivery continue to move forward. It is important to reiterate that the governing body has the responsibility to make it clear to the staff and community that the interim administrator is in charge of the organization's operations.

The governing body should consider deferring new initiatives, when possible, until the new administrator is appointed and on the job. After all, to ensure effective administrative leadership in the future, it is desirable that the new administrator be involved in as many policy decisions as possible. Just filling a vacant department director position, for example, is an opportunity for the new administrator to begin building an administrative team. In fact, such an opportunity can be used to pique the interest of potential applicants during the recruitment process.

Although it is not desirable for the governing body to immerse itself in the administrative affairs of the local government, its members should be briefed about current organizational problems and the status of important projects before the current administrator leaves, if possible. In this way, the governing body may monitor progress on important matters, provide direction, and set priorities for the person selected as interim administrator.

3. Initiating the Recruitment

The governing body should initiate the recruitment process immediately after the official decision has been made regarding resignation, retirement, or termination. Failure to do so can potentially generate rumors within the community by various interested parties who may attempt to exert pressure on members to quickly fill the vacancy. The members of the governing body must bear in mind that an impulsive response to this pressure can be divisive for them and can damage their credibility. They must take charge of the recruitment: they must determine the process that will be used to recruit and select the best administrator, and make that decision clear to all concerned.

There may be a number of special circumstances that influence the approach and timing used to recruit a new chief administrator. The following examples provide some tips for addressing those circumstances:

- **Vacancy due to the chief administrator's termination or resignation under pressure.** If the position is vacant because the former administrator was terminated or forced to resign, neither the local government nor the former administrator will benefit from a public quarrel. It is far better for all concerned to mutually decide on a timetable for the administrator's departure. If this departure is handled professionally and in a mutually respectful manner, there is less likelihood for controversy and ill will to arise around the issues of the separation. Further, and from a recruiting standpoint, handling a difficult situation well will enhance the local government's image and thus its ability to attract quality applicants.
- **Vacancy occurring prior to an election.** Occasionally, a governing body will delay initiating the recruitment process because an election is pending. But even in the face of an election, it should prepare for the process by developing the administrator profile (described in full later in this document) and determining how the recruitment will be conducted so as to reduce the time lapse between the departure of one administrator and arrival of another.
- **Vacancies due to newly adopted council-manager form of government.** If the position is vacant because voters either just approved the formation of or adopted a change to the council-manager form of government, the beginning of the search for a new chief administrator will depend on when the change becomes effective. Depending on the circumstances, it may be possible to have applications on file by the time the new members of the governing body are sworn in. In any case, the recruitment process should be initiated as soon as possible.

4. Conducting the Recruitment

There are several major elements and decision points in the recruitment process. This section of the handbook provides tips and guidelines for the governing body in determining the approach to use in this part of the process.

The governing body has three major choices for conducting the recruitment. It can:

- Conduct the recruitment in-house
- Retain an outside party to conduct the recruitment
- Use a hybrid approach and conduct the recruitment in conjunction with an outside party.

In-House Expertise Method: Recruitments Conducted by the Local Government

If the governing body chooses to conduct the recruitment in-house, it should be with the understanding that the task will be time-consuming and complex. The governing body may also have to decide whether to conduct the process as a body, delegate the responsibility to the chairperson, or assign the task to a committee of its members. If it elects to delegate the responsibility to one or more of its members, it must be sure to select people who are well respected and have the time to provide the necessary leadership and follow-through.

To provide support in the process, the governing body should seek the assistance of the local government's human resources officer and municipal attorney. In conducting the recruitment in-house, staff can work with the governing body to develop the administrator profile and design an effective and legal recruitment and selection process. Staff can also be responsible for the administrative tasks of placing advertisements, collecting résumés, and scheduling interviews. However, the governing body or its delegated members will approve the selection of the final candidates and conduct the interviews, and, of course, the body as a whole will make the final selection. In this scenario, staff serve as a resource throughout the entire recruitment process.

Outside Expertise Method: Recruitments Conducted with an Outside Party

The governing body can retain an outside party to conduct the recruitment. In some cases the interim or a retired administrator may be asked to coordinate the recruitment process. More often, however, the governing body will contract with a firm that specializes in providing executive search assistance.

When using an executive search firm, the governing body plays an active role in the process. It develops the administrator profile, approves the selection of the applicants, interviews the candidates, and, of course, makes the final selection. The benefit of using an executive search firm is the expertise that the firm brings to the process and its ability to coordinate the recruitment.

Typically the executive search firm begins by meeting with the elected officials either individually or as a group to help them develop the administrator profile. It is the firm's responsibility to facilitate these discussions and help the governing body reach a consensus. After this matter has been settled, the firm coordinates the overall process and assumes responsibility for all tasks until it is time for the elected body to select and interview candidates. During this process, the firm updates the governing body, keeping the members informed of its progress. As the firm will be responsible for all the administrative details, the role of the staff is usually limited to providing information about the local government and coordinating with the firm.

Governing bodies that use an outside service should ensure that a reputable firm, one familiar with the special requirements of local government management, is selected. The experience of the firm should be checked through contact with references—in particular, representatives of local governments that have used its services. Further, the governing body should be fully aware of the costs and benefits when deciding whether to use outside expertise.

Hybrid Method: In-House in Conjunction with Outside Party

In the third alternative, the governing body can conduct the recruitment in-house and supplement the process, where necessary, with assistance from an executive search firm or another outside source, such as an the ICMA Range Rider.

In some cases, the governing body may seek assistance at the beginning of the process to facilitate the discussion, develop the administrator profile, and

determine the structure of the recruitment process. In other cases, local government officials may initiate the process in-house by developing the profile and advertising for the vacancy, and they may then use an outside source to help review résumés, conduct reference checks, and structure the interview process. This alternative may be most appropriate if cost is a concern; however, because it also presents opportunities for lapses in communication, the exact responsibilities of each party must be clarified in a written agreement.

5. Key Elements of the Recruitment Framework

Regardless of the method chosen for conducting the recruitment, the governing body must develop a framework for the recruitment process. It must agree at the outset on a number of key issues critical to the success of the recruitment, including criteria for the administrator profile, compensation range and components, and timing and geographic scope of the search.

Major Decision Point: Development of an Administrator Profile

The most significant decision point for the governing body in the recruitment of a new administrator is to define what the members are looking for—that is, to create the administrator profile. The profile will encompass those qualities, characteristics, experience, and areas of expertise that would be found in an ideal candidate. Only by considering how applicants compare and measure against one another and, of course, against the established criteria, can the governing body be sure that the candidate it appoints has the appropriate combination of work experience, management experience, and leadership style to be successful in the position.

The governing body should begin with a survey of its needs and those of the organization. To determine the needs of the organization, the governing body should invite input from the department directors. Items to be considered include size of the local government, composition of the community, services provided, and overall objectives and priorities of the governing body. The work experience, skills, and expertise of the candidates must relate to these factors. The governing body should also consider both the “nuts-and-bolts” skills and abilities, such as budgeting, human resources, and technological know-how, and the “soft” skills, such as the ability to work with people and to lead an organization. These criteria will form the basis for reviewing résumés, selecting finalists, and making a hiring decision.

Unless the governing body can come to consensus on these criteria, it may be difficult to find the right candidate. By reaching consensus, however, the governing body will be better able to inform the applicants on what it is looking for in a chief administrator.

The ICMA Voluntary Credentialing Program recognizes professional local government managers qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development. For more information, visit www.icma.org/en/icma/members/credentialing.

Developing the administrator profile helps the governing body define its needs and establishes the groundwork for generating a rich pool of applicants with the skills and abilities to address the needs of the governing body, the community, and the organization.

Decision Point: Community Engagement in Administrator Profile

The governing body must decide whether to engage community members or committees in the recruitment process. In most cases, the local government assumes responsibility for the recruitment and conducts the process without involving members of the community.

In some cases, however, a governing body may seek input from community members or committees when developing the administrator profile. This not only allows the community to be part of the process but also may provide the governing body with a better understanding of the role of the administrator. Depending on the method that the governing body uses to conduct the recruitment, gathering input from the community would be facilitated by staff, the outside recruiter, or the elected officials.

Although community input will be valuable, the governing body will ultimately determine the qualities and experiences to be incorporated into the administrator profile, and this should be clearly communicated to the community. It is, after all, to the governing body that the new administrator will be directly reporting.

Governing bodies need to be very alert to the dangers of either hiring a clone of the outgoing administrator, assuming that person is leaving on good terms, or a polar opposite, assuming that person is leaving on less than good terms. The importance of evaluating the current needs of the governing body and locality cannot be overstated.

Major Decision Point: Administrator Compensation

Another critical element to be considered at the outset of the recruitment process is administrator compensation. It is important for the local government to have some general understanding of the acceptable salary range, but it is also important to have some flexibility. Some local governments identify a range; others provide the salary of the current administrator as an indicator; and still others may leave the salary open, to be commensurate with the new hire's background and experience. The governing body will also determine other components of the administrator's compensation, such as deferred compensation, vacation accrual, and professional development allowances.

It is important for the governing body to make clear that it wants the best administrator it can find. In general, potential applicants for the position will want to have some indication of the salary range and compensation package. But that will be only one of many factors that they will use in deciding whether to apply.

ICMA has developed compensation guidelines for negotiating salary and benefits for local government positions. These guidelines are provided in Appendix B and are also available online at www.icma.org/compensationguidelines. The actual compensation package will be negotiated with the final candidate at the conclusion of the recruitment process.

Schedule

Since top candidates often view applying for a new job as a major career decision, it is important that they have adequate time to consider the opportunity, discuss it with their families, and prepare an appropriate résumé. Similarly, the governing body, staff, or executive recruitment firm needs sufficient time to review résumés and conduct reference checks to ensure that good candidates are not overlooked and that finalists meet the desired qualifications. It cannot be overemphasized that the recruitment should move forward expeditiously while also allowing adequate time for a thorough and comprehensive search.

The timing of the recruitment can sometimes be affected by publication deadlines, which are important in terms of properly advertising the vacant position. An ideal timetable would provide **at least sixty days** from the start of the recruitment to the deadline for submitting résumés; **thirty days** to review résumés, conduct background checks, interview candidates, and make a final selection; and **at least thirty days** for the new administrator to relocate. To maximize flexibility in the process, the governing body may advertise the position with an "open until filled" statement.

Profile: Impact of Special Circumstances:

As the governing body decides on the criteria for the administrator profile, three types of situations should receive special consideration:

1. A local government that has just changed its form of government will ordinarily need an administrator who can inspire local government officials with the enthusiasm needed to implement the new structure. A first administrator in a new structure should be adept at public relations and at establishing relationships with incumbent officials and employees.
2. When an administrator has been dismissed or has resigned under pressure, the governing body tends to look for strengths in areas in which the outgoing administrator showed weaknesses. There are dangers, however, in overcompensating for qualities that have led to dissatisfaction. If the outgoing administrator gave too much freedom to subordinates, for example, suddenly changing to a strong disciplinarian might result in antagonisms that would only lead to further problems. Sometimes a new administrator will be confronted with major problems that must be addressed immediately. If such a situation is anticipated, the governing body should make these circumstances known to any applicant who is being seriously considered.
3. When a popular administrator retires or moves to another local government, the governing body may ask for this person's assistance in the search for a successor. However, the governing body should not overlook the possible need for new strengths or different qualities.

Geographic Scope

Another factor to consider in determining the recruitment framework is the geographic scope: should the search be nationwide, statewide, or regional? A broad geographic search may attract more applicants who have demonstrated an ability to manage in a complex urban environment. On the other hand, a focus on the local government's state or region may provide applicants who have a better understanding of and orientation to local problems, legal issues, financing alternatives, and similar matters. In any event, the new administrator will provide a fresh perspective on the issues and challenges facing the community and the organization.

From the applicant's perspective, it is assumed that the local government is looking for the best candidate and that all résumés, regardless of where the applicant currently works, will be reviewed carefully. The determination of the scope of the recruitment will influence the advertising and outreach strategies used.

Advertising and Outreach Strategies

In order to generate a sufficient and diverse pool of qualified applicants, the governing body should develop advertising and outreach strategies.

Advertising Campaign It is to the advantage of the local government to ensure that every professional who might have an interest in the vacant position is aware of the opportunity to apply for it. Therefore, it is important that the advertising campaign be comprehensive and include a carefully worded advertisement. This does not mean, however, that the campaign has to be extensive or expensive. Most local governments, for example, avoid advertising for an administrator in general circulation newspapers unless there is a local requirement to the contrary; this is an expensive form of advertising that does not reach the targeted audience.

More effective vehicles for advertising for chief administrators can be found with organizations that are directly related to local government. In addition to ICMA, the following sources should be considered:

- National League of Cities
- National Association of Counties
- National Association of County Administrators
- National Forum for Black Public Administrators
- International Hispanic Network
- American Society for Public Administration.

Resources at the state level include state municipal leagues, county associations, and municipal assistants organizations. Many of these organizations publish newsletters or magazines and have an online presence; the subscribers to these resources are the men and women in the public administration and local government management professions. Addresses and websites for these resources are listed in Appendix C.

Local governments have some flexibility when preparing and placing advertisements, but at a minimum, the advertisement should include the following:

- Title of the vacant position
- Name of the local government
- Population of the local government
- Amounts of the operating and capital budgets
- Number of full-time employees
- Services provided
- Statement regarding the compensation package
- Filing deadline, including any special items of information desired such as current salary and work-related references
- A brief description of key areas of interest and desirable experience and qualifications (or a reference or email link to the administrator profile)
- Indication of whether residency is required
- A timetable indicating the principal steps and timeframe for the overall recruitment
- Where and to whom to send résumés with a notation as to whether email submittals are acceptable or required
- Website of the local government.

It should be noted that some publications permit the use of display ads that incorporate the local government logo and/or graphics within an innovative format.

In addition to the advertisement, the governing body, through the staff or the executive recruiter, will usually develop a printed brochure that describes the community, the organization, and the position, as well as providing the administrator profile and the governing body's key goals and objectives.

Outreach Strategy While advertising can generate outstanding applicants and the local government should look closely at all received résumés, the governing body should supplement the advertising campaign by identifying an outreach strategy to ensure that the search extends to the widest possible pool of

qualified applicants. The outreach strategy may have a number of approaches for attracting external candidates, encouraging superior internal candidates to apply, and promoting diversity in the applicant pool.

For External Applicants Useful sources of information about potential external candidates include the current administrator, former and retired administrators, members of the local government, local government officials in adjacent communities, executive directors of state leagues, directors of university public administration programs, leaders of regional municipal assistants, and ICMA Range Riders.

When determining an outreach strategy, the governing body, in conjunction with staff or the recruiter, could consider sending letters to identified individuals advising them of the opening and inviting them to send a résumé if they are interested in the position. The correspondence should include a basic package of information describing the local government and the vacant position. For the purposes of confidentiality, all correspondence should either be sent to the applicant's private residence or marked "Personal and Confidential" if sent to the workplace.

Shortly after the letter has been mailed, a follow-up telephone call should be made to confirm that the correspondence was received, assure the recipient that it was not a form letter, indicate why the position may be a good career opportunity, and answer questions. The same deadline for submitting résumés should be used in both the advertisements and the supplemental letters of invitation.

For Internal Applicants The local government should be sure to inform its employees of the vacancy and of how and when to apply. The governing body itself may directly invite one or more employees, such as the assistant city administrator or a department

director, to submit a résumé, or it may do so indirectly through staff or the executive recruiter. Whether in-house applicants are solicited or apply on their own, it is important that they be treated in the same manner as other applicants.

It should be made clear that if an in-house applicant is ultimately selected, it is because the governing body has determined that the candidate was the best choice of all those who applied. While most applicants will receive written notification of their status, the governing body may decide to talk personally with any in-house applicant who was not selected in order to provide good communication with staff, maintain morale, and help ensure an orderly and positive transition.

For Diversity of Applicants Development of a strategy to generate a diverse applicant pool helps to ensure a broad cross-section of candidates. A rich pool with applicants of both sexes and from different races and ethnic backgrounds is beneficial because the chosen candidate will likely bring a different perspective to the organization. Having diversity within a local government can enhance the organization's overall responsiveness to an increasingly more diverse spectrum of residents, improve its relations with surrounding communities, increase its ability to manage change, and expand its creativity.

In addition, the governing body may develop an outreach strategy to encourage the participation of applicants from diverse professional backgrounds. Organizations large and small use executive members of their staff on various levels, and there is often a significant wealth of knowledge to be found among candidates who have had successful careers as assistant city administrators, as department heads, and in other management positions.

6. Key Elements of the Application Process

The application process is the point where effective screening of candidates begins. For this part of the recruitment to be successful, the governing body must proceed carefully and with considerable thought. This section addresses issues such as whether to use a standardized application form; how to provide potential applicants with key information about the position and the local government; and the importance of establishing and maintaining good relations with applicants. High-quality applicants are more likely to pursue the vacancy if the local government can portray itself as a well-run, organized, and efficient organization.

The Application Form

Most local governments prefer to ask applicants to submit a résumé in whatever format the applicant determines will be most effective, rather than a standardized application form. For the applicant, this approach provides flexibility to present past work experience in a way that relates directly to the position in question. At the same time, it permits the local government to see how the applicant organizes and presents material in a written format. The manner in which materials are prepared can be an indication of real interest in the position.

A standardized application form is not recommended in recruitments for the governing body's top administrative professional. If one is used, however, it should be easy to complete, and the information requested should be relevant to the vacant position. Regardless of the form of application, the applicant should be required to submit a cover letter and résumé.

The Local Government Information Packet

Serious applicants will not submit a résumé for consideration until they have done their homework and have satisfied themselves that the position represents a good career opportunity. Often they will seek information from local government officials about the community, the organization, and the position.

This is one of the first contacts that will form an impression of the local government on the potential applicant. If the impression created is that the

Two critical elements of applicant relations are important to stress: keeping the candidates informed of the status of the process and maintaining confidentiality.

recruitment is well organized, that the local government officials know what they are looking for and are consistent in the message, and that sufficient information about the locality is easily obtained, potential applicants are more likely to form a positive image of the position and the governing body in deciding whether to apply.

To help disseminate the same information to all applicants, the governing body could put together a packet of information that includes:

1. A copy of the outreach brochure or other documents that provide the criteria for the position, indicating key objectives and priorities and the administrator profile
2. Ordinance or charter requirements if they contain significant or unusual provisions regarding the position
3. Summary information about the local government, including organizational structure, personnel practices, number of employees, services provided, and budget data
4. Information about the community in the form of a chamber of commerce brochure or similar publication, if such is attractively prepared and available
5. Websites that contain information on the local government and community
6. The name, phone number, and e-mail address of a contact person.

Applicant Relations

Appendix E in this handbook provides some basic do's and don'ts regarding applicant relations and the recruitment process. The two key areas that are important to stress are candidate status notification and confidentiality.

There is no faster way to damage the image of the local government and to lose good applicants than to violate the trust or assurance that was given regarding confidentiality.

Candidate Status Notification As a rule, it is important to engage in the simple and courteous steps of acknowledging résumés as they are received and of notifying applicants of their status as the recruitment proceeds. Prompt acknowledgment of résumés is one indication that the process is being handled in a businesslike manner, and it can add to the applicant's positive impression of the organization. This acknowledgment also should inform the applicant of the recruitment timetable. Unless there are unusual or unanticipated delays, this response should be sufficient until applicants are actually notified as to their final status. To maintain confidentiality, all correspondence should be directed to the applicant's home, not business address.

Additionally, if special circumstances arise (such as a recall election) that might cause a delay in either the recruitment or the selection process, it is important to communicate any changes in the established schedule to all applicants.

Similarly, notifying all applicants as to their status, even if they are not selected as finalists, is a basic courtesy that will affect how the candidate views the local government.

Maintaining Confidentiality Confidentiality is an important consideration in any recruitment. Present job security and long-term career opportunities could

be jeopardized if an applicant's interest in another position is made public prematurely. While applicants realize that the local government will want to contact their current employers to conduct background checks and assess their job performance, they typically prefer to wait until it is clear that they are going to be considered as finalists who will be invited to the second interviews for the position.

The governing body should determine, at the outset, the extent to which the recruitment process will be confidential. The governing body, in consultation with the local government's attorney, should decide the level of confidentiality due to the varying open record and disclosure statutes between the states. If applicants' names are likely to be disclosed at any point, potential applicants should be advised so that they may take it into account in deciding whether to pursue the vacancy.

From a recruiting standpoint, assurance of confidentiality will result in more applications being submitted, particularly from those who are currently employed elsewhere. As confidentiality is important to both parties, such assurances should be honored, and applicants should be given adequate time to notify their current employers before those employers are contacted by the recruiting local government.

7. The Role of the Media in the Recruitment Process

Members of the media will obviously have an interest in the recruitment process and their involvement will be dictated in part by state law and in part by tradition. At the outset, local government officials should brief the media on the timing and steps involved in the overall process. After the deadline has passed for submitting résumés, the governing body may decide to brief the media and the community on the overall response.

As the confidentiality of résumés is a major concern in any recruitment and can significantly affect the number and quality of résumés received, applicants should be apprised of any applicable state laws in this area, and the governing body, with advice from the local government's attorney, should determine what information will and will not be made available to the media.

8. The Selection Process

Once the deadline for submitting résumés has passed and all applications have been received, the selection process begins. Principal steps are as follows:

- Reviewing the applications
- Determining which candidates will be interviewed
- Interviewing the candidates
- Making the final selection.

Reviewing the Applications

The selection process begins with a review of the applications and résumés that have been submitted. Depending on how the governing body has chosen to conduct the recruitment, the participants involved in this initial review may be the body as a whole, the chief elected officer, a subcommittee of the governing body, the staff, or the executive recruitment firm. Alternatively, some local governments have used a panel of chief administrators from other local governments to serve as a screening panel. Regardless of who performs the screening, the objective of the initial review is to identify those candidates who best reflect the qualities, characteristics, experience, and areas of expertise that were defined in the administrator profile.

Major Decision Point: Determining the Candidates to Be Interviewed

The determination of the candidates to be interviewed is a significant decision point in the selection process. The objective here is to narrow the total group of applicants to a smaller group that will continue to the next step.

Initial Background Check After the group of applicants has been narrowed down to those who meet the qualifications described in the administrator profile, the list may be further refined by confirming educational credentials and conducting online checks. Such reviews should not violate the confidentiality of the applicant pool. For online checks, it is important to consider the source and avoid drawing hasty conclusions from these sources.

Selection of Candidates After the review of the résumés and the initial background check, the participants in this process should meet with the governing body as a whole to recommend which applicants should be invited to an interview. The chosen group of candidates should be large enough to expose the governing body to an array of personalities. In most cases, **five to ten candidates** should be selected. The governing body may also establish a secondary list of candidates who could be invited to the interview if one or more of the first group of candidates decline or are unable to continue with the process.

Informing the Candidates Once candidates have been selected, the governing body representative, the staff, or the executive recruiter should contact the each candidate by phone and do the following:

1. Inform the candidate that he or she has been selected to be interviewed and offer congratulations (the candidate should be made to feel that the governing body is pleased to have reviewed his or her résumé). At the same time, confirm the candidate's continuing interest in the position.
2. Advise the candidate of: the nature of the interview process, including date and time, number of other candidates, whether there are any in-house candidates, and when a decision is expected to be made. Indicate that all the details and information will be confirmed in a written correspondence. If email is to be used for this correspondence, confirm the candidate's email address.
3. As described in the section on applicant relations, the governing body should have already determined the extent to which the recruitment process will be confidential. At this point, the candidate should be advised if the names of candidates are to be made public and be given the opportunity to withdraw.
4. Confirm that the candidate has received the information package provided during the application process. Indicate that a supplemental package with more detailed information will be provided directly to the candidate's home in advance of the interview. The supplemental package may include:

- A list of governing body members and their occupations
- Copies of meeting minutes from the past several months
- The general or comprehensive plan and land use maps
- The most recent budget
- A recent bond prospectus
- Any other material that would be of particular relevance, given the goals and objectives of the local government and the criteria for the position.

As an alternative to a paper package of information, the candidates can be directed to the locality's website for such information.

5. Confirm local government policy on reimbursement of expenses incurred in conjunction with the interview. Many local governments reimburse candidates for all out-of-pocket expenses, including reasonable transportation, room, and board. ("Reasonable" is intended to eliminate first-class airline tickets, four-star hotels, and gourmet restaurants.)

Such reimbursement of expenses is another way that the local government can demonstrate its interest in the candidate. It reinforces the positive nature of the recruitment process and is sometimes a factor in whether the candidate is able to attend. Should there be strong reluctance on the part of the governing body to reimburse all expenses, the local government can share expenses with the candidate or can agree to reimburse all expenses incurred after the first trip.

The local government staff can offer to handle all reservations, transportation, and related matters, but this can be cumbersome and time-consuming. In most cases, the local government confirms the time and place and lets the candidate make his or her own arrangements. The candidates usually prefer this approach as well.

Interviewing the Candidates

Most local governments use the interview approach for selecting the chief administrator. In this approach, the governing body will meet as a whole with each individual candidate. As the initial interview is usually limited to an hour, a second interview with one or more of the finalists is generally incorporated into the process.

Initial Interview The following provides important guidelines for conducting the initial interview.

Structure of the Interview The interview process should be well organized in a comfortable setting for both parties that invites open and relaxed discussions. This element of the process is generally not considered a public meeting, although the governing body, staff, or executive recruiter should consult with the city's legal advisor to ensure that all requisite notices are sent and other legal requirements are met.

All members of the governing body should participate in the interview with one member, usually the chair, designated as the discussion leader. This interview should last at least an hour as it is difficult to pursue a range of questions in less time. Further, all candidates anticipate and deserve an opportunity to present their qualifications to the governing body and describe their interest in the position. It is important to realize that the interview process not only provides the governing body with an opportunity to improve its knowledge of the candidate but also influences the candidate's interest in the position.

As part of the initial interview, the governing body may want to include a comprehensive tour of the community. A trusted senior staff person would be a likely tour guide.

Content of the Interview Questions During the first interview, the governing body will question the candidate about a variety of matters, such as overall work experience, specific accomplishments, career objectives, alternative approaches to practical problems faced by the local government, and similar matters. A list of potential questions is provided in Appendix D.

The interview also gives the candidate an opportunity to evaluate the governing body as a group and to ask questions. An important issue to discuss during the interview is the governing body's working relationship with the administrator, clarifying all roles and responsibilities.

During the formal and any informal meetings between the governing body and the candidates, discussions and questions should focus on the criteria for the position that were established at the outset of the recruiting process. Obviously, discussions should stay within acceptable legal parameters and should not include references to politics, religion, age, racial origin, and sexual preferences.

When the initial interview process is over, the governing body should avoid impulsive action but rather take whatever time is necessary to arrive at a comfortable and well-reasoned decision. At this point, either one person has emerged as the clear choice of the

governing body; or, more likely, the pool of candidates has been narrowed down to two or three individuals that the governing body would like to further pursue. In most cases, the process will involve a second interview of this smaller group of finalists. However, if there is one clear choice, please refer to the section entitled “Making the Final Selection.”

Second Interview If, after the initial interview, there are two or three candidates that the governing body would like to further consider, a couple of options exist for setting up a second interview:

1. The governing body may invite the finalists back for a second, more in-depth interview, coupled perhaps with some sort of community function. This arrangement often provides the governing body with the insight needed to make a final decision.
2. The governing body may invite the finalists back for a second, more in-depth interview, coupled with an opportunity for community leaders and/or staff to provide input into the selection of the chief administrator.

In either case, finalists should be notified of their status, congratulated for being among the select few who will be further considered, informed of the process, and asked for permission for the governing body to conduct reference checks.

Reference Checks As the governing body is now deciding between two or three qualified candidates, it is important at this point to conduct reference checks that provide additional information on which to base the decision. References should be checked to learn about each finalist’s ability to work effectively with people, to develop a more complete understanding of the finalist’s work experience and specific accomplishments, and to see if the finalist’s qualifications match the profile for the position. The following suggestions are important for ensuring consistency and thoroughness when conducting reference checks:

- The reference checks may be performed by members of the governing body, staff, or executive recruitment firm. In general, however, it is advisable to limit the number of people performing the checks to one or two. It may be difficult, depending on the number of candidates, to have one person perform all the reference checks, especially if there are three references for each candidate. Further, it can be helpful if two people compare notes on the same candidates.

- Be consistent in discussing issues with and asking questions of each candidate in order to provide a good basis for comparison.
- Contact enough people to ensure a consistent reading as to the candidate’s strengths and weaknesses. If a reference can say only good things about the candidate, he or she should be asked directly what weaknesses the candidate has.

Decision Point: Inviting the Candidate’s Spouse/ Partner

While the focus of the recruitment is on the chief administrator, the governing body may formally invite the candidate’s spouse/partner to the community during the interview process. Generally, this type of invitation occurs only after the first interview process has narrowed the group of candidates down to the top two or three. The spouse/partner should never be included in the formal interview process, nor made to feel as if he or she is being interrogated in any way.

If the governing body formally invites the spouse/partner to accompany the candidate, it is important that this part of the process be as well organized as all the other parts that concern the candidate directly. Here, too, an important impression about the community is being made. The interests of the spouse/partner should be carefully determined and accommodated.

On the other hand, the governing body may use an informal, non-structured approach to the involvement of the spouse/partner. Understanding that a candidate may bring his or her spouse/partner along to explore the community as a possible future home, the governing body may consider having a packet of relevant community information available.

Decision Point: Community Involvement The governing body must decide whether to involve community members or committees in the interview process. In most cases, the local government assumes responsibility for the interviews and conducts the process of selecting the new chief administrator without the involvement of members of the community.

In some cases, however, governing bodies have chosen to supplement the usual discussion between members and finalists by inviting community leaders to participate. For example, finalists may meet with selected community leaders to answer questions and receive their input on matters they consider important to the local government. If this option is taken, the purpose of the meeting should be made clear to all involved. Both the finalist and the community members should know whether these meetings are intended simply to provide the

finalist with additional information on the local government or whether the community group will also be involved in the actual selection process. In the latter case, although the input from the community will be valuable, it should be made clear that the governing body will make the final selection based upon a variety of factors.

Decision Point: Staff Involvement The governing body must also decide whether to involve staff members in the interview process. It may choose to supplement the usual discussion between members and finalists by inviting staff members to participate. For example, finalists may meet with selected department directors to answer questions and review departmental operations in more detail.

If this option is taken, its purpose should be made clear to all involved. Both the finalist and the staff members should know whether these meetings are intended simply to provide the finalist with additional information on the local government or whether the group will also be involved in the selection process. In the latter case, although the input from the staff will be valuable, it should be made clear that the governing body will make the final selection based upon a variety of factors.

Major Decision Point: Making the Final Selection

After the second interviews, there should be one person who is the clear first choice of the majority, if not all, of the governing body. It is important to both the governing body and the potential new hire that the decision be unanimous, if possible. A unanimous vote from the governing body demonstrates a commitment of support to the new chief administrator and sends a positive message to both the organization and the community. If the governing body is divided on the appointment and the decision is not unanimous, however, the chosen finalist should be advised of this prior to accepting the position.

Once the selection has been made, the governing body, staff, or executive recruiter should contact the

It is important that the vote for the new chief administrator be unanimous, if possible. This sends a positive message to the organization and the community.

finalist, confirm his or her willingness to accept the position, and obtain permission to conduct a very thorough background check, which will be performed by an outside party. This process includes interviews with individuals in the candidate's current community, an investigation into possible criminal history, and a credit check, which requires the candidate's consent.

Another element of this final selection process may include some or all of the members of the governing body making an on-site visit to the finalist's current community. Often finalists insist that an agreement regarding terms and conditions of employment be agreed upon before being open to a site visit.

Once the governing body is satisfied with the results of that process, it may inform the finalist and move ahead to put together a total compensation package and discuss other related arrangements. However, if the governing body is unable to satisfactorily conclude negotiations with its first choice, it may need to engage in discussions with one of the other finalists. Thus, it should refrain from notifying the other finalists until all arrangements have been finalized with the first-choice candidate.

From a public image standpoint, it is imperative that all candidates learn about the final selection from the governing body or its representative, as opposed to hearing about it from a third party or reading about it online or in a newsletter or professional publication. A representative from the governing body, staff, or executive recruitment firm should personally contact the runners-up prior to or at the same time that a news release about the appointment is issued.

9. The Negotiation Process

Once the local government has made its decision and the finalist has indicated a willingness to serve as the chief administrator, a number of final arrangements must be completed. These include negotiating a compensation package and completing transition activities. Only after these arrangements are concluded can the new chief administrator relocate and begin work for the community.

Preparation for Negotiation

The governing body needs to ensure that relations with the new administrator get off to a good start. At this point, nothing should happen that causes the new administrator to reconsider.

It is important that the governing body identify a single individual to act as the negotiator for the local government. Depending on the approach that the governing body has selected, the negotiator may be a member of the governing body; a member of the staff, such as the interim chief administrator or the municipal attorney; or the executive recruiter. The following are important guidelines regarding the structure of the negotiations:

1. The atmosphere should be friendly and relaxed.
2. The negotiator should be flexible. Negotiating implies a willingness to consider options and alternatives in pursuit of an acceptable package. There may well be more than one way to meet the financial objectives of the new administrator.
3. The governing body should be realistic. No matter how beautiful and desirable the community or position may be, the finalist is unlikely to accept the new position without an increase in pay over his or her present salary.

Major Decision Point: Negotiating Compensation

In compensation negotiations, base salary is a good place to start. The ICMA Compensation Guidelines, which are provided in Appendix B, are a good source of information to help with this part of the process. The person conducting the negotiation on behalf of the local government should keep the following questions in mind:

The governing body should rely on a single individual to handle its part of the negotiation process.

The process should be friendly and relaxed; the negotiator should be flexible; and the governing body should be realistic in its guidelines to the negotiator.

1. Ultimately, what salary will be acceptable to the governing body?
2. What is the bargaining range?
3. What is the current salary of the applicant?
4. What type of salary and total compensation package did the candidate discuss during the interview?

ICMA, the National Association of Counties, and state leagues of cities and counties are sources of information on the salaries of local government administrators around the country. Prior to initiating negotiations, the governing body should compare its salary range with that of other governing bodies in same region of the country.

Elements of Total Compensation Elements of a total compensation package typically include:

- Base salary
- Deferred compensation
- Severance pay
- Use of government car or car allowance
- Use of technology or technology allowance
- Retirement plan
- Medical and other insurance (dental, optical, life, disability)
- Vacation accrual
- Holidays
- Sick leave accrual
- Membership dues, conference, and professional development attendance fees.

Before the negotiation begins, the governing body should ask the candidate to provide a written itemization of his or her current total compensation. After receiving this information, the person negotiating on behalf of the governing body should outline a proposed package and provide it to the candidate. Usually there will be no negotiation on those benefits that are similar among local governments, such as medical insurance and holidays. The variables most often relate to base salary and particular financial objectives, such as deferred compensation, health insurance, and requirements to join a state retirement system.

The proposed compensation package should

- (1) leave the individual whole on basic benefits,
- (2) provide an appropriate step forward in cash-related benefits,
- (3) ensure an increase in take-home pay, and
- (4) deal with any particular financial objectives that the new administrator may have.

Noncompensation Elements During the negotiations, some issues will arise that do not relate to the total compensation package but may well have significant financial implications for both the local government and the new administrator. Both parties need to be flexible and realistic in dealing with these issues:

- **Relocation expenses:** It is common for local governments to pay the one-time cost of relocating the administrator and his or her family and household furnishings to the new local government. Sometimes both parties agree on a “not-to-exceed” figure based on estimates from moving companies.
- **Temporary housing:** An allowance for temporary housing is usually provided until the new administrator is able to sell his or her former home and/or relocate his or her family. Typically, this amount is sufficient to cover the cost of a modern furnished apartment or condominium. Again, both parties may agree to a fixed time period or amount.
- **Commuting expenses:** As with temporary housing, the local government often will agree to reimburse the administrator for periodic family visits or for the spouse/partner to visit for house-hunting purposes.
- **Housing assistance:** Regional variations in the cost of housing or housing financing can complicate the negotiations. There is considerable precedent

for local governments—using appropriate safeguards and limits—to assist in the purchase and/or financing of housing for the new administrator. A variety of options exist, including a loan or a salary supplement.

Employment Agreements It is in the interests of both the community and the chief administrator to have a written summary of the terms and conditions of employment to which both parties have agreed. The stable working situation created by such an agreement helps to attract and keep top-flight administrators in a generally mobile profession. ICMA recommends the use of employment agreements because the detailing of salary, benefits, and other conditions of the administrator’s job puts those items where they belong—in a contract where both parties can know what is expected—and removes them from the daily agenda of the chief administrator and members of the governing body.

While such an agreement usually does not refer to a specific term of employment and permits either the governing body or the chief administrator to terminate for cause or at will, it should include a section providing the administrator with severance pay for a fixed period of time if he or she is terminated. This provides important personal and professional security for local government chief administrators, as they have the rather unique situation of working at the pleasure of the governing body with the possibility of dismissal for any reason at any time.

While not a lengthy legal document, the employment agreement is usually drafted by the local government’s attorney. The new administrator is often given an opportunity to prepare a first draft for consideration. If an employment agreement is not used, a formal letter of understanding, at a minimum, should be prepared.

As a final note on this process, the governing body should be prepared for the possibility that it will be unable to reach agreement on compensation or other matters with the first-choice candidate. In these instances, the governing body typically enters into negotiations with its second-choice candidate. As indicated previously, once an agreement has been finalized, all other candidates should be promptly notified that they were not selected.

10. The Transition Process

After the governing body and new chief administrator have reached agreement on the issues of compensation, starting date, and method and timing of announcing the selection to both the community and the administrator's former local government, the transition process begins.

Announcing the Selection

The announcement of the selection should be well planned and coordinated between the governing body and new chief administrator. Two factors should precede any formal announcement of the appointment:

- The successful candidate has formally accepted the position and the negotiations have been concluded; and
- The successful candidate has been given the opportunity to notify his or her current governing body about the appointment.

This public announcement should be coordinated carefully to recognize the instantaneous nature of electronic communication.

Additional Elements

Additional elements that the governing body may employ to ensure a smooth transition for the new chief administrator are as follows:

- **General assistance:** For a smooth transition, the local government should offer whatever general assistance the new administrator might need in moving, such as introductions to realtors and

bankers and support to the spouse/partner in finding suitable employment.

- **Orientation meetings:** The governing body should arrange to introduce the new chief administrator to department heads and local government staff. While the new administrator may have met some of these individuals during the interview process, a special meeting or reception can be a pleasant way to turn over responsibility. Similar meetings, briefing sessions, and/or receptions can be arranged to introduce the new administrator and his or her family to community groups, civic leaders, and residents in general.
- **Local government work session, orientation, and review of objectives:** It is desirable to have an initial work session with the new administrator to discuss and clarify initial expectations on both sides and to review goals and objectives. Even though some of these issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship.
- **Performance evaluation:** Using the position's goals and objectives as a starting point, the governing body and new chief administrator should agree to an annual or semiannual review of the administrator's performance. This established and formal process helps to ensure that communication between the parties is maintained, that progress is monitored, and that goals and objectives are reviewed and refined on a regular basis.

11. Conclusion

Choosing a chief administrator can be the most significant action of the governing body. The chief administrator is a leader, coach, and chief of strategy for the staff team whose job it is to implement a vision, policy, and procedures; accomplish goals; and achieve the desired output of the organization. Similar to a chief executive officer of a Fortune 500 company, the chief administrator is also responsible for serving an elected governing body, managing the financial aspects of the organization, directing the employees, ensuring quality customer service, and implementing legal and ethical standards. Furthermore, unique to public agencies, the chief administrator oversees an organization that is focused on providing a variety of services to the community rather than on making a profit.

In addition to a very diversified portfolio of services that must be provided and interests that must be served fairly, the chief administrator is responsible for an organization that must balance its budget; provide for and encourage public input into decision making; and understand, respect, and appreciate the political environment. In summary, the position of chief administrator requires a variety of skill sets—not every person is capable of performing the role. Therefore,

selecting the right person for the job is critical for the governing body and for the community.

This guidebook addresses a number of factors to consider in recruiting, selecting, negotiating, and hiring a professional local government manager. In doing so, it elaborates on the “best practices” for identifying the appropriate skills and background of a chief administrator, noting that the governing body must identify the qualities, characteristics, experience, and areas of expertise that would be found in the ideal candidate. Throughout the entire process, clear communication to staff, the community, and the media is essential for achieving the governing body’s goals. In the end, the process of recruiting and selecting a chief administrator should be a positive and unifying experience, resulting in the appointment of an individual who represents and embodies the governing body’s vision for the future.

ICMA and its members are resources available for providing guidance and recommendations in the recruitment of a chief administrator. With this document, we hope we have provided a basic understanding of the process involved in selecting a professional local government manager who meets the needs of the community.

Appendix A

ICMA Code of Ethics with Guidelines

The ICMA Code of Ethics was adopted by the ICMA membership in 1924, and most recently amended by the membership in May 1998. The Guidelines for the Code were adopted by the ICMA Executive Board in 1972, and most recently revised in July 2004.

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

Guideline

Advice to Officials of Other Local Governments. When members advise and respond to inquiries from elected or appointed officials of other local governments, they should inform the administrators of those communities.

3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Guidelines

Public Confidence. Members should conduct themselves so as to maintain public confidence in their profession, their local government, and in their performance of the public trust.

Impression of Influence. Members should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

Appointment Commitment. Members who accept an appointment to a position should not fail to report for that position. This does not preclude the possibility of

a member considering several offers or seeking several positions at the same time, but once a *bona fide* offer of a position has been accepted, that commitment should be honored. Oral acceptance of an employment offer is considered binding unless the employer makes fundamental changes in terms of employment.

Credentials. An application for employment or for ICMA's Voluntary Credentialing Program should be complete and accurate as to all pertinent details of education, experience, and personal history. Members should recognize that both omissions and inaccuracies must be avoided.

Professional Respect. Members seeking a management position should show professional respect for persons formerly holding the position or for others who might be applying for the same position. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or integrity in order to be appointed to a position.

Reporting Ethics Violations. When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report the matter to ICMA. In reporting the matter, members may choose to go on record as the complainant or report the matter on a confidential basis.

Confidentiality. Members should not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

Seeking Employment. Members should not seek employment for a position having an incumbent administrator who has not resigned or been officially informed that his or her services are to be terminated.

4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.

Guideline

Length of Service. A minimum of two years generally is considered necessary in order to render a professional service to the local government. A short tenure should be the exception rather than a recurring experience. However, under special circumstances, it may be in the best interests of the local government and the member to separate in a shorter time. Examples of such circumstances would include refusal of the appointing authority to honor commitments concerning conditions of employment, a vote of no confidence in the member, or severe personal problems. It is the responsibility of an applicant for a position to ascertain conditions of employment. Inadequately determining terms of employment prior to arrival does not justify premature termination.

5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Guideline

Conflicting Roles. Members who serve multiple roles—working as both city attorney and city manager for the same community, for example—should avoid participating in matters that create the appearance of a conflict of interest. They should disclose the potential conflict to the governing body so that other opinions may be solicited.

6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Guidelines

Elections of the Governing body. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not engage in active participation in the election campaign on behalf of or in opposition to candidates for the governing body.

Elections of Elected Executives. Members should not engage in the election campaign of any candidate for mayor or elected county executive.

Running for Office. Members shall not run for elected office or become involved in political activities related to running for elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

Elections. Members share with their fellow citizens the right and responsibility to vote and to voice their opinion on public issues. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office.

Elections in the Council-Manager Plan. Members may assist in preparing and presenting materials that explain the council-manager form of government to the public prior to an election on the use of the plan. If assistance is required by another community, members may respond. All activities regarding ballot issues should be conducted within local regulations and in a professional manner.

Presentation of Issues. Members may assist the governing body in presenting issues involved in referenda such as bond issues, annexations, and similar matters.

8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Guidelines

Self-Assessment. Each member should assess his or her professional skills and abilities on a periodic basis.

Professional Development. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Guideline

Information Sharing. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

Guideline

Equal Opportunity. All decisions pertaining to appointments, pay adjustments, promotions, and discipline should prohibit discrimination because of race, color, religion, sex, national origin, sexual orientation, political affiliation, disability, age, or marital status.

It should be the members' personal and professional responsibility to actively recruit and hire a diverse staff throughout their organizations.

12. Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.

Guidelines

Gifts. Members should not directly or indirectly solicit any gift or accept or receive any gift--whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form--under the following circumstances: (1) it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or (2) the gift was intended to serve as a reward for any official action on their part.

It is important that the prohibition of unsolicited gifts be limited to circumstances related to improper influence. In *de minimus* situations, such as meal checks, some modest maximum dollar value should be determined by the member as a guideline. The guideline is not intended to isolate members from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions.

Investments in Conflict with Official Duties. Member should not invest or hold any investment, directly or

indirectly, in any financial business, commercial, or other private transaction that creates a conflict with their official duties.

In the case of real estate, the potential use of confidential information and knowledge to further a member's personal interest requires special consideration. This guideline recognizes that members' official actions and decisions can be influenced if there is a conflict with personal investments. Purchases and sales which might be interpreted as speculation for quick profit ought to be avoided (see the guideline on "Confidential Information").

Because personal investments may prejudice or may appear to influence official actions and decisions, members may, in concert with their governing body, provide for disclosure of such investments prior to accepting their position as local government administrator or prior to any official action by the governing body that may affect such investments.

Personal Relationships. Member should disclose any personal relationship to the governing body in any instance where there could be the appearance of a conflict of interest. For example, if the manager's spouse works for a developer doing business with the local government, that fact should be disclosed.

Confidential Information. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Private Employment. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

Representation. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

Endorsements. Members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements, whether or not for compensation. Members may, however, agree to endorse the

following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by non-profit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.

ICMA Guidelines for Compensation

Maintaining public trust and integrity in local government requires both effective governance and management of the organization. The following guidelines are intended to establish a best practice for establishing and negotiating compensation for local government executives and staff and to clarify the roles and responsibilities of the governing body, local government manager, and employee.

The Principles

Compensation and personnel matters should be guided by the core principles of the ICMA Code of Ethics. ICMA affirms that the standard practice for establishing the compensation of local government managers be fair, reasonable, transparent, and based on comparable public salaries nationally and regionally. ICMA members should act with integrity in all personal and professional matters in order to merit the trust of elected officials, the public and employees. Local government managers have an ethical responsibility to be clear about what is being requested and to avoid excessive compensation.

Elected officials perform a critical governance role providing oversight of the management of the organization. To that end, they must be engaged in establishing the process for determining the compensation for all executives appointed by the governing body.

Compensation should be based on the position requirements, the complexity of the job reflected in the composition of the organization and community, the leadership needed, labor market conditions, cost of living in the community, and the organization's ability to pay.

The Process for Negotiating Executive Compensation

To establish fair and reasonable compensation, the governing body operating as a committee of the whole or as a designated evaluation and compensation subcommittee, should design and implement the methodology for setting the compensation of the local government manager and any other appointees of the governing body.

Compensation benchmarks should be established based on comparable local government or public sector agencies.

The governing body should engage experts whether contracted or in house as necessary to provide the information required to establish fair and reasonable compensation levels.

All decisions on compensation and benefits must be made by the entire governing body in a public meeting.

Compensation Guidelines for Local Government Executives

A starting point for the elected officials and local government manager in any salary negotiation should be to

1. Determine the requirements of the job and the experience needed to successfully perform the job duties.
2. Examine market conditions to learn what comparable public sector executives earn. A best practice would be to gather information using pre-determined comparable benchmark local governments or public sector agencies.
3. Understand the services provided by the local government along with the nature of the current issues in the organization and in the community, and then compare these with the individual's expertise and proven ability to resolve those issues.
4. Identify the local government's current financial position, its ability to pay, and the existing policies toward compensation relative to market conditions.
5. Weigh factors such as the individual's credentials, experience and expertise when setting salary.
6. Consider additional compensation in areas where the cost of living is high and the governing body wants the manager to reside within the community. In addition, other unique and special circumstances may be taken into consideration, such as difficult recruitment markets and the particularly challenging needs of the public agency.
7. Seek legal advice as needed and appropriate during periods prior to the beginning of employment when terms and conditions are being negotiated and finalized.

Severance

Severance provisions established in the employment agreement must be both reasonable and affordable so that the cost of the severance is not an impediment to fulfilling the governing body's right to terminate a manager's service, if desired, but is consistent with the role and expectations of the position. The ICMA Model Employment Agreement (see Appendix F) recommends a one year severance but recognizes that the length of service with an organization may justify a higher severance.

Compensation Changes

1. Benefits and salary increases should be reasonably comparable to those that local government executives receive within the designated benchmark or regional market area and generally consistent with other employees.
2. Merit adjustments or bonuses should be contingent upon performance and the overall financial position of the local government to afford additional compensation payments. Provisions regarding consideration of periodic merit adjustments in salary should be pre-determined.
3. Local government managers must recognize and effectively manage conflicts of interest inherent in compensation changes. Managers should avoid taking steps regarding pension and other benefits where they will be the sole or primary beneficiary of the change. Examples include:
 - Dramatically increasing salary thereby leading to pension spiking.
 - Recommending or implementing single highest year to determine retirement benefits
4. An individual should receive a single salary that recognizes all duties and responsibilities assigned rather than different salaries for different assignments.
5. Local government managers should not put their personal compensation interests before the good of the overall organization and that of the citizens.

Transparency

1. Local government managers should provide their total compensation package to the governing body

when requesting compensation changes so that the governing body has a comprehensive view of the compensation package.

2. In the interest of fairness and transparency, there should be full disclosure to the governing body, prior to formal consideration and approval, of the potential cost of any benefit changes negotiated during employment.
3. When the terms and conditions of employment are being renegotiated with the employer and at the end when the employment is being terminated, ICMA members have a duty to advise the elected officials to seek legal advice.
4. In the interests of transparency, the salary plan and salary ranges for local government positions, including that of the manager, should be publicly accessible on the agency's website.

General Compensation Guidelines for All Employees

1. Each local government should establish benchmark agencies, which are determined using set criteria such as, but not limited to,
 - Geographic proximity
 - Similarity with regard to the nature of the services provided
 - Similarity in employer size/population size
 - Similarity in the socioeconomic makeup of the population
 - Other similar employers in the immediate area.
2. The local government should develop appropriate compensation levels that are in line with their labor market. Doing so will enable the organization to establish and maintain a reputation as a competitive, fair, and equitable employer as well as a good steward of public funds.
3. When considering any salary or benefit changes, the immediate and anticipated long-term financial resources of the organization always should be taken into account.
4. Appropriate financial practices should be followed to both disclose and properly fund any related future liability to the local government.

Appendix C:

Professional Organizations to Consider Posting Position Vacancy

International City/County Management Association (ICMA)

777 North Capitol Street NE, Suite 500
Washington, DC 20002
Phone: 202-289-4262

JobCenter

Rates/Information:

www.icma.org/en/icma/career_network/employers/difference

American Society for Public Administration (ASPA)

1301 Pennsylvania Avenue NW, Suite 700
Washington, DC 20004
Phone: 202-393-7878

PublicServiceCareers.org (online)

Rates/Information:

www.publicservicecareers.org/?pageid=617

National Association of Counties (NACo)

25 Massachusetts Avenue NW, Suite 500
Washington, DC 20001
Phone: 202-393-6226 or 1-888-407-6226

JobsOnline (website) and County News Job Market/Classified Ad (newspaper)

Rates/Submissions:

www.naco.org/programs/jobsonline/Pages/JobOnlineSubmission.aspx

National Association of County Administrators (NACA)

777 North Capitol Street NE, Suite 500
Washington, DC 20002
Email: naca@icma.org

National Forum for Black Public Administrators (NFBPA)

777 North Capitol Street NE, Suite 807
Washington, DC 20002
Phone: 202-408-9300

NFBPA Career Center

Ad Rates/Information: careers.nfbpa.org/rates.cfm

Phone: 1-866-964-2765

E-mail (Job Posting Sales): postings@boxwoodtech.com

National League of Cities (NLC)

1301 Pennsylvania Avenue NW, Suite 550
Washington, DC 20004

Nation's Cities Weekly Classifieds

Rates/Submissions:

www.nlc.org/news-center/nations-cities-weekly/classifieds/ncw-submit-classified

International Hispanic Network (IHN)

2107 North First Street, Suite 470
San José, CA 95131
Phone: 408-392-0232

Job Posting

Rates/Submissions:

www.ihnonline.org/jobsaddform.asp

STATE MUNICIPAL LEAGUES

Alabama League of Municipalities (www.alalm.org)

535 Adams Avenue
Montgomery, AL 36104
Phone: 334-262-2566

Municipal Classified Ads

Posting Information: carrieb@alalm.org

Alaska Municipal League (www.akml.org)

217 Second Street, Suite 200
Juneau, AK 99801
Phone: 907-586-1325

AML Classifieds

Informational Brochure:

www.akml.org/uploads/MunicipalClassifiedAdGuidelines.pdf

Phone: 1-877-636-1325

Email: info@akml.org

League of Arizona Cities and Towns (www.azleague.org)

1820 West Washington Street
Phoenix, AZ 85007
Phone: 602-258-5786

Municipal Employment Opportunities

Rates/Information:

www.azleague.org/index.cfm?fuseaction=jobs.main

Email: jobs@azleague.org

Arkansas Municipal League (www.arml.org)

301 West 2nd Street
North Little Rock, AR 72115
Phone: 501-374-3484

City & Town Municipal Mart

Rates/Information:

www.arml.org/classifieds.html

Submissions: 501-374-3484

League of California Cities (www.cacities.org)

1400 K Street, Suite 400
Sacramento, CA 95814
Phone: 916-658-8200

Western Cities

Rates/Submissions:

www.westerncity.com/Western-City/Job-Opportunities/How-to-Post-a-Job

Colorado Municipal League (www.cml.org)

1144 Sherman Street
Denver, CO 80203
Phone: 303-831-6411 or 1-866-578-0936

CareerLink

Postings: www.cml.org/CareerLink.aspx

Connecticut Conference of Municipalities (www.ccm-ct.org)

900 Chapel Street, 9th Floor
New Haven, CT 06510
Phone: 203-498-3000

Municipal Job Bank

Information/Rates/Submissions:

www.ccm-ct.org/Plugs/job-bank.aspx

Delaware League of Local Governments (www.dllg.org)

P.O. Box 484
Dover, DE 19903
Phone: 302-678-0991

Provides no employment listings

Florida League of Cities (www.floridaleagueofcities.com)

301 South Bronough Street, Suite 300
Tallahassee, FL 32301
Phone: 850-222-9684 or 1-800-342-8112

FLC E-News

Information/Submissions:

www.floridaleagueofcities.com/Publications.aspx?CNID=179

Phone: 850-322-7221

Georgia Municipal Association (www.gmanet.com)

201 Pryor Street SW
Atlanta, GA 30303
Phone: 404-688-0472

Classifieds/Marketplace

Submissions:

www.glga.org/SubmitListing.aspx

Phone: 678-686-6209

Hawaii (none available)**Association of Idaho Cities** (www.idahocities.org)

3100 South Vista Avenue, Suite 310
Boise, ID 83705
Phone 208-344-8594

Employment Opportunities

Information/Rates/Submissions:

www.idahocities.org/index.aspx?nid=213

Illinois Municipal League (www.iml.org)

500 East Capitol Avenue
Springfield, IL 62701
Phone: 217-525-1220

Classifieds

Information/Submissions:

www.iml.org/contact.cfm?user=rturner&subject=Submit%20Classified%20Ad

Rates: www.iml.org/page.cfm?category=640

Indiana Association of Cities and Towns

(www.citiesandtowns.org)

200 South Meridian Street, Suite 340
Indianapolis, IN 46225
Phone: 317-237-6200

Municipal Dispatch

Contact Publications and Marketing Director

Staff Directory:

www.citiesandtowns.org/topic/subtopic.php?fDD=2-15

Iowa League of Cities (www.iowaleague.org)

317 Sixth Avenue, Suite 800
Des Moines, IA 50309
Phone: 515-244-7282

Classifieds

Information/Rates/Submissions:

www.iowaleague.org/Pages/SubmitClassified.aspx

League of Kansas Municipalities (www.lkm.org)

300 SW Eighth Avenue
Topeka, KS 66603
Phone: 785-354-9565

Kansas Government Journal (and online)

Rates: www.lkm.org/classifieds/jobs

Submissions: classifieds@lkm.org

Kentucky League of Cities (www.klc.org)

100 East Vine Street, Suite 800
Lexington, KY 40507
Phone: 859-977-3700 or 1-800-876-4552

City Job Opportunities Online

Submissions: www.klc.org/employment_post.asp

Louisiana Municipal Association (www.lma.org)

700 North 10th Street
Baton Rouge, LA 70802
Phone: 225-344-5001 or 1-800-234-8274

Maine Municipal Association (www.memun.org)

60 Community Drive
Augusta, ME 04330
Phone: 207-623-8428

Job Bank and Classifieds

Information/Rates:

www2.memun.org/public/wantads/itemlist.cfm

Submissions: ResourceCenter@memun.org

Maryland Municipal League (www.mdmunicipal.org)

1212 West Street
Annapolis, MD 21401
Phone: 410-268-5514 or 1-800-492-7121

Classifieds

Submissions: stevel@mdmunicipal.org

Massachusetts Municipal Association (www.mma.org)

One Winthrop Square
Boston, Massachusetts 02110
Phone: 617-426-7272

The Beacon (and online)

Information/Rates:

www.mma.org/ad-rates-and-details

Submissions: www.mma.org/ad-submission-form

Michigan Municipal League (www.mml.org)

1675 Green Road
Ann Arbor, MI 48105
Phone: 734-662-3246 or 1-800-653-2483

Classifieds

Information/Rates:

www.mml.org/classifieds/guidelines.html

Submissions:

www.mml.org/classifieds/classifiedsform.php

League of Minnesota Cities (www.lmc.org)

145 University Avenue West
St. Paul, MN 55103
Phone: 651-281-1200 or 1-800-925-1122

City Job Opportunities

Information/Rates:

www.lmc.org/page/1/posting-city-jobs.jsp

Submissions: HR-CityAds@lmc.org

Mississippi Municipal League (www.mmlonline.com)

600 East Amite Street, Suite 104
Jackson, MS 39201
Phone: 601-353-5854

Classifieds

www.mmlonline.com/classifieds.aspx

Contact MML Staff – Staff Directory:

www.mmlonline.com/contact.aspx

Missouri Municipal League (www.mocities.com)

1727 Southridge Drive
Jefferson City, MO 65109
Phone: 573-635-9134

Career Center

Information/Rates:

www.mocities.com/networking

Submissions: tshaw@mocities.com

Montana League of Cities and Towns (www.mlct.org)

208 North Montana Avenue, Suite 106
Helena, MT 59601
Phone: 406-442-8768

Job Openings

Submissions: Contact Office Manager

Staff Directory: www.mlct.org/about-mlct/staff.html

League of Nebraska Municipalities (www.lonm.org)

1335 L Street, #A
Lincoln, NE 68508-2596
Phone: 402-476-2829

Job Postings

Information/Rates/Submissions:

www.lonm.org/careers.html

Nevada League of Cities and Municipalities

(www.nvleague.org/admin/about.htm)

310 South Curry Street
Carson City, NV 89703
Phone: 775-882-2121

New Hampshire Local Government Center (www.nhlgc.org)

25 Triangle Park Drive
Concord, NH 03301
Phone: 603-224-7447

Classifieds

Information/Rates/Submissions:

www.nhlgc.org/classifieds/submitad.asp

New Jersey State League of Municipalities

(www.njslom.org)

222 West State Street
Trenton, NJ 08608
Phone: 609-695-3481

Classifieds

Information/Rates/Submissions:

www.njslom.org/classifieds_jobs.html

New Mexico Municipal League (www.nmml.org)

1229 Paseo de Peralta
Santa Fe, NM 87501
Phone: 1-800-432-2036

Classifieds

Information/Submissions:

www.nmml.org/blog/category/classifieds/positions-available

New York State Conference of Mayors and Municipal

Officials (www.nycom.org)

119 Washington Avenue
Albany, NY 12210
Phone: 518-463-1185

Help Wanted Classifieds

Information/Submissions:

www.nycom.org/mn_class/helpwanted.asp#

North Carolina League of Municipalities (www.nclm.org)

215 North Dawson Street
Raleigh, NC 27603
Phone: 919-715-4000

Southern City, League Letter, and/or online:

Information:

www.nclm.org/resource-center/Pages/jobs.aspx

Rates/Submissions:

www.nclm.org/programs-services/publications/Pages/southern-city.aspx

North Dakota League of Cities (www.ndlc.org)

410 East Front Avenue
Bismarck, ND 58504
Phone: 701-223-3518

Municipal Ads – Job Opportunities

www.ndlc.org/index.asp?Type=B_BASIC&SEC={D835005A-831C-4BB1-BF46-7D93A07A0083}

www.ndlc.org/index.asp?Type=B_BASIC&SEC={846F9FCA-A6EE-4082-B241-8DA3E991D99A}

Contact NDLC Staff – Staff Directory:

www.ndlc.org/index.asp?Type=B_BASIC&SEC={846F9FCA-A6EE-4082-B241-8DA3E991D99A}

Ohio Municipal League (www.omloho.org)

175 South Third Street, Suite 510
Columbus, OH 43215
Phone: 614-221-4349

Classified Advertisements

Information/Rates/Submissions:

www.omloho.org/Classifieds.htm

Oklahoma Municipal League (www.oml.org)

201 Northeast 23rd Street
Oklahoma City, OK 73105
Phone: 405-528-7515

Job Listings

Information/Rates/Submissions:

www.okml.webs.com/joblistings.htm

League of Oregon Cities (www.orcities.org)

1201 Court Street NE, Suite 200
Salem, OR 97301
Phone: 503-588-6550

Personnel Recruitment – Jobs

Information/Rates/Submissions:

www.orcities.org/JobsInterims/Jobs/tabid/816/language/en-US/Default.aspx

Available Interim Candidates:

www.orcities.org/JobsInterims/Interims/tabid/5849/language/en-US/Default.aspx

Pennsylvania League of Cities & Municipalities

(www.plcm.org)

414 North Second Street
Harrisburg, PA 17101
Phone: 717-236-9469

Municipal Job Junction

Information/Rates/Submissions:

www.plcm.org/index.asp?Type=B_BASIC&SEC={24C2F4FE-80F6-4E58-BA9F-53345F31E1D7}&DE

Rhode Island League of Cities and Towns

(www.rileague.org)

One State Street, Suite 502
Providence, RI 02908
Phone: 401-272-3434

Available Positions

Information/Submissions:

www.rileague.org/site/classifieds/available.html

Municipal Association of South Carolina (www.masc.sc)

1411 Gervais Street
Columbia, SC 29211
Phone: 803-799-9574

Job Openings:

Information/Submissions:

www.masc.sc/municipalities/Pages/Postinganadvertisement.aspx

South Dakota Municipal League (www.sdmunicipalleague.org)

208 Island Drive
Fort Pierre, SD 57532
Phone: 605-224-8654

Classifieds

Information/Rates/Submissions:

www.sdmunicipalleague.org/index.asp?Type=B_JOB&SEC=%7B9C4C9345-D0E6-470D-A708-181FD9B26F51%7D

Tennessee Municipal League (www.tml1.org)

226 Capitol Boulevard, Suite 710
Nashville, TN 37219
Phone: 615-255-6416

Classifieds

Contact Administrative Assistant – Staff Directory:

www.tml1.org/staff.php?ln_ses=1%7C4

Texas Municipal League (www.tml.org)

1821 Rutherford Lane, Suite 400
Austin, TX 78754
Phone: 512-231-7400

Career Center

Information/Submission: www.tml.org/careercenter.asp

Utah League of Cities and Towns (www.ulct.org)

50 South 600 East, Suite 150
Salt Lake City, UT 84102
Phone: 801-328-1601 or 1-800-852-8528

Job Bank

Submissions: www.ulct.org/jobbank/index.html

Vermont League of Cities & Towns (www.vlct.org)

89 Main Street, Suite 4
Montpelier, VT 05602
Phone: 802-229-9111

Classifieds

Information/Rates/Submissions:

www.vlct.org/marketplace/classifiedads

Virginia Municipal League (www.vml.org)

13 East Franklin Street
Richmond, VA 23219
Phone: 804-649-8471

Marketplace – Jobs in Local Government

Information/Rates/Submissions:

www.vml.org/JOBS/JObs.html

Association of Washington Cities (www.awcnet.org)

1076 Franklin Street SE
Olympia, WA 98501
Phone: 360-753-4137

JobNet

Information/Submissions:

www.awcnet.org/Jobnet/ForEmployers.aspx

West Virginia Municipal League (www.wvml.org)

2020 Kanawha Boulevard
Charleston, WV 25311
Phone: 304-342-5564 or 1-800-344-7702

Classifieds

Information/Submissions: wvml@wvml.org

League of Wisconsin Municipalities (www.lwm-info.org)

122 West Washington Avenue, Suite 300
Madison, WI 53703
Phone: 608-267-2380

Classifieds

Information/Rates/Submissions:

www.lwm-info.org/index.asp?Type=B_JOB&SEC=%7B428BF440-C1B3-494D-8B98-837FE87BCFCA%7D

Wyoming Association of Municipalities (www.wyomuni.org)

315 West 27th Street
Cheyenne, WY 82001
Phone: 307-632-0398

Classifieds

Information:

www.wyomuni.org/index.asp?Type=B_JOB&SEC={AE206698-9002-49A0-983C-9CFCD28D226}
Submissions: wam@wyomuni.org

Appendix D:

Potential Interview Questions³

It is suggested that each member of the governing body ask the same question(s) of each candidate.

Candidate Traits/Experience/ Qualifications

1. Provide a brief summary of your education and work experience.
2. Please briefly describe your experience with
 - a. Land use planning
 - b. Economic development/redevelopment
 - c. Tax increment financing
 - d. Business attraction and retention programs
 - e. Beautification programs
 - f. Business assistance programs—e.g., façade improvement, code compliance
 - g. Annexation
 - h. Subdivision policies and regulations, particularly as they relate to storm-water management
 - i. Zoning
 - j. Building code administration
 - k. Municipal facilities expansion—in particular, water and wastewater utility expansions
3. How would you describe your leadership and management styles?

Interaction with Governing Body

1. What do you perceive to be the chief administrator's role in working with the governing body, local government attorney, and clerk?
2. What are your expectations of the governing body in relation to
 - a. Yourself
 - b. Other staff
3. How and when do you communicate with the governing body?

Candidate Thoughts on Role of Administrator

1. In your opinion, what role should the administrator have in the community?
2. Do you believe the administrator should be an active member of a service or fraternal organization? If yes, why?
3. How do you deal with the news media?
4. How do you deal with special-interest or single-interest groups?
5. What is the best way for an administrator to deal with an angry constituent?

Personnel Experience

1. How and when do you delegate responsibility and authority?
2. Have you ever been at the bargaining table and been actively engaged in negotiating an agreement?
3. Have you taken part in mediation, fact finding, or arbitration? Which ones? Please explain your experience in such process(es) including your role/level of involvement and your thoughts regarding the outcomes of these experiences.
4. Have you ever had to discipline, demote, or fire an employee? Please elaborate.
5. How do you educate, encourage, and motivate your staff?
6. Are you familiar with state and federal laws relating to nondiscrimination, sexual harassment, employees with disabilities, and equal opportunity?
7. Have charges of violation of state or federal employment laws or a grievance ever been filed against you or your city? Please explain.
8. What experience have you had in the preparation and implementation of personnel rules, regulations, procedures, and compensation plans? Please describe.

³ Adapted from the Illinois City/County Management Association's *A Guide to the Recruitment and Selection of a Chief Administrative Officer*.

9. What is your experience with employee benefits administration, group health insurance, and risk management?
10. What in your opinion is the most serious issue today in local government personnel management?
11. How and when should private sector resources (e.g., contractors) be used to provide village services?

Financial Management Experience

1. Is there a difference between a financial plan and a budget? If so, please explain how they differ.
2. Are/were you the designated budget officer for your local government? Did you prepare and present the budget to the council, and upon adoption, were you responsible for implementation? Please explain the outcomes of various budget processes and any challenges you encountered through budget development through council adoption.
3. What is your experience with debt financing? Please give an example.
4. Have you secured and administered any type of loans or grants? Please give an example.
5. Describe the most successful capital improvement project you were responsible for and what made it successful?
6. Have you reviewed our annual budget and/or annual report? If yes, what is your impression of our financial condition?
7. What is your opinion of “pay as you go” financing of maintenance and capital projects? Special assessments? Special taxing districts?

8. What type of financial reports do you provide the elected body and with what frequency?
9. Have you read our comprehensive or general plan? What are your impressions or thoughts?

Intergovernmental Relations Experience

1. What experience have you had in dealing with
 - a. Councils of government/intergovernmental agencies?
 - b. County government?
 - c. Other local governments (schools, parks, etc.)?
 - d. State agencies?
 - e. Federal agencies?
 - f. State legislature?
 - g. Congress?
2. Do you feel comfortable “lobbying”?

External Organizational and Professional Association Relations

1. Have you been an active participant in the activities of a statewide municipal league, statewide city or county management association, the International City/County Management Association (ICMA) or other professional organizations devoted to local government? Please give examples of your activities.
2. Are you an ICMA Credentialed Manager? If so, how do you fulfill your annual professional development requirement?

Relations with Applicants—Do's and Don'ts

Do:

- Keep all candidates informed of their status at all times.
- Identify one point of contact through which everything flows, including contacts with candidates, reference checks, etc., in order to ensure that the information, messages, and details are consistent and that the process is fair and equitable.
- Keep all information strictly confidential throughout the entire recruitment and selection process unless state law requires otherwise.
- Create an outreach strategy that will ensure a diverse candidate pool.
- After carefully reviewing all applicant submittals, select a short list of the most promising candidates.
- While maintaining the confidentiality, carefully check educational credentials and references on those candidates judged best qualified.
- Invite those candidates judged best qualified for initial interviews at the local government's expense.
- Send the candidates under consideration an information packet that may include the outreach brochure and copies of your government's budget, charter, annual report, and other pertinent documents; or provide the information on where to find this material on the agency's website.
- Pay expenses of the candidates invited to a second interview (and of their spouses/partners, if applicable).
- Perform detailed background checks on the final candidate(s).
- Visit, if possible, the local governments in which the most promising candidates work.
- Be prepared to enter into a formal written employment agreement with the successful candidate.
- Promptly notify all other candidates once the selection has been made and the position has been accepted. However, it is best to wait until the selected finalist has accepted the position and the agency and candidate have mutually agreed to the provisions of the employment contract.

Don't:

- Let the selection process last too long.
- Expect to get all the necessary information about the candidates from written material.
- Forget that you are seeking overall management ability, not technical competence in one specialized field.
- Forget to consider candidates who are assistant managers as well as current managers
- Overlook the need for candidates to possess municipal administrative experience and the advantages or value of college or university training, post degree training, and continued professional development.
- Release for publication any names or local governments of candidates unless state law requires it.

ICMA Model Employment Agreement

Introduction

This Agreement, made and entered into this [date], by and between the [local government] of [state], [town/city/county] a municipal corporation, (hereinafter called "Employer") and [name], (hereinafter called "Employee") an individual who has the education, training and experience in local government management and who, as a member of ICMA, is subject to the ICMA Code of Ethics, both of whom agree as follows:

Section 1: Term

Recommended

A. This agreement shall remain in full force in effect from [date] until terminated by the Employer or Employee as provided in Section 9, 10 or 11 of this agreement.

Option 2

The term of this agreement shall be for an initial period of [#] years from [date] to [date]. This Agreement shall automatically be renewed on its anniversary date for a [#] year term unless notice that the Agreement shall terminate is given at least [#] months (12 months recommended) before the expiration date. In the event the agreement is not renewed, all compensation, benefits and requirements of the agreement shall remain in effect until the expiration of the term of the Agreement unless Employee voluntarily resigns. In the event that the Employee is terminated, as defined in Section 9 of this agreement, the Employee shall be entitled to all compensation including salary, accrued vacation and sick leave, car allowance paid in lump sum plus continuation of all benefits for the remainder of the term of this agreement.

Section 2: Duties and Authority

Employer agrees to employ [name] as [title] to perform the functions and duties specified in [legal reference] of the [local government] charter and by [legal reference] of the [local government] code and to perform other legally permissible and proper duties and functions.

Section 3: Compensation

Recommended

- A. Base Salary: Employer agrees to pay Employee an annual base salary of [\$ amount], payable in installments at the same time that the other management employees of the Employer are paid.
- B. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer's compensation policies.
- C. Consideration shall be given on an annual basis to increase compensation.

Option 1

The Employer agrees to increase the compensation of the Employee dependent upon the results of the performance evaluation conducted under the provisions of Section 12 of this Agreement. Increased compensation can be in the form of a salary increase and/or a bonus.

Option 2

The Employer agrees to increase the compensation by [%] each year.

Option 3

The Employer agrees to increase the compensation each year by the minimum of the average across the board increase granted to other employees of the Employer.

Option 4

The Employer agrees to increase the compensation of the Employee dependent upon the results of the performance evaluation conducted under the provisions of Section 12 of this Agreement in addition to providing a fixed annual increase in the Employee's salary based on an agreed upon economic indicator, such as the Consumer Price Index.

Section 4: Health, Disability and Life Insurance Benefits Recommended

- A. The Employer agrees to provide and to pay the premiums for health, hospitalization, surgical, vision, dental and comprehensive medical insurance for

the Employee and his/her dependents equal to that which is provided to all other employees of the [local government] or, in the event no such plan exists, to provide coverage for the Employee and dependents.

- B. The Employer agrees to put into force and to make required premium payments for short term and long term disability coverage for the Employee.
- C. The Employee may elect to submit once per calendar year to a complete physical examination, including a cardio-vascular examination, by a qualified physician selected by the Employee, the cost of which shall be paid by the Employer.
- D. The Employer shall pay the amount of premium due for term life insurance in the amount of three (3) times the Employee's annual base salary, including all increases in the base salary during the life of this agreement. The Employee shall name the beneficiary of the life insurance policy.

Option 1

- A. The Employer agrees to provide for health, hospitalization, surgical, vision, dental and comprehensive medical insurance for the Employee and his/her dependents equal to that which is provided to all other employees of the [local government] or, in the event no such plan exists, to provide coverage for the Employee and dependents. Employer shall pay all premiums for the Employee and the Employee's dependents.
- B. The Employer agrees to put into force and to make required premium payments for short term and long term disability coverage for the Employee.
- C. The Employee may elect to submit once per calendar year to a complete physical examination, including a cardio-vascular examination, by a qualified physician selected by the Employee, the cost of which shall be paid by the Employer.
- D. The Employer shall pay the amount of premium due for term life insurance in the amount of three (3) times the Employee's annual base salary, including all increases in the base salary during the life of this agreement. The Employee shall name the beneficiary of the life insurance policy.

Option 2

- 1. The Employer shall provide travel insurance for the Employee while the Employee is traveling on the Employer's business, with the Employee to name beneficiary thereof. Should the Employee die while on travel for the Employer, the Employer shall

cover the full cost of retrieving and transporting the Employee's remains back to the custody of the Employee's family.

Section 5: Vacation, Sick, and Military Leave

Recommended

- A. Upon commencing employment, the Employee shall be credited with sick and vacation leave equal to the highest annual accrual provided to all other employees. The Employee shall then accrue sick and vacation leave on an annual basis at the highest rate provided to any other employees.
- B. Upon commencing employment, the Employee shall have access to a bank of 180 sick days to be used in the case of serious medical conditions. This leave can only be used to provide coverage during the waiting period between the onset of illness or disability and the point at which short or long term disability coverage takes effect and may be renewed after each occurrence.
- C. The Employee is entitled to accrue all unused leave, without limit, and in the event the Employee's employment is terminated, either voluntarily or involuntarily, the Employee shall be compensated for all accrued vacation time, all paid holidays, executive leave, and other benefits to date.
- D. The Employee shall be entitled to military reserve leave time pursuant to state law and [local government] policy.

Additional Option

- 1. The Employee shall annually be credited with five (5) days of executive leave.

Section 6: Automobile

The Employee's duties require exclusive and unrestricted use of an automobile to be mutually agreed upon and provided to the Employee at the Employer's cost, subject to approval by Employer which shall not be withheld without good cause. It shall be mutually agreed upon whether the vehicle is purchased by the city, provided under lease to the city or to the Employee, or provided through a monthly allowance.

Option 1 - Monthly Vehicle Allowance

The Employer agrees to pay to the Employee, during the term of this Agreement and in addition to other

salary and benefits herein provided, the sum of [dollar amount] per year, payable monthly, as a vehicle allowance to be used to purchase, lease, or own, operate and maintain a vehicle. The monthly allowance shall be increased annually by [% or \$] amount. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle. The Employer shall reimburse the Employee at the IRS standard mileage rate for any business use of the vehicle beyond the greater [local government] area. For purposes of this Section, use of the car within the greater [local government] area is defined as travel to locations within a _____ mile (recommended fifty (50) mile) radius of [local government office].

Option 2 - Employer Provided Vehicle

The Employer shall be responsible for paying for liability, property damage, and comprehensive insurance, and for the purchase (or lease), operation, maintenance, repair, and regular replacement of a full-size automobile.

Section 7: Retirement

Recommended

1. The Employer agrees to enroll the Employee into the applicable state or local retirement system and to make all the appropriate contributions on the Employee's behalf, for both the Employer and Employee share required.
2. In addition to the Employer's payment to the state or local retirement system (as applicable) referenced above, Employer agrees to execute all necessary agreements provided by ICMA Retirement Corporation [ICMA-RC] or other Section 457 deferred compensation plan for Employee's [continued] participation in said supplementary retirement plan and, in addition to the base salary paid by the Employer to Employee, Employer agrees to pay an amount equal to [percentage of Employee's base salary, fixed dollar amount of [\$], or maximum dollar amount permissible under Federal and state law into the designated plan on the Employee's behalf, in equal proportionate amount each pay period. The parties shall fully disclose to each other the financial impact of any amendment to the terms of Employee's retirement benefit.

In lieu of making a contribution to a Section 457 deferred compensation plan, the dollar value

of this contribution may be used, at the Employee's option, to purchase previous service from another qualified plan.

Option 1

Recognizing that effective service with the community is based in part on the stability provided through a long-term relationship, the Employer shall provide a retirement annuity, as directed by the Employee, at a rate of [dollar amount], payable at the completion of each quarter of the fiscal year. This annuity serves as a retirement contribution and does not require further action of the Employer.

Option 2

The Employer shall adopt a qualified 401(a) defined contribution plan offered through ICMA Retirement Corporation for the Employee in the form of a money purchase plan to which the Employer shall contribute [%] of salary or [%] of compensation annually.

2A. Option: The Employee shall be required to contribute [%] of base salary or [dollar amount] annually on a pre-tax basis as a condition of participation.

Option 3

The Employer shall adopt a qualified 401(a) profit-sharing plan offered through ICMA Retirement Corporation for the Employee in the form of a money purchase plan to which the Employer shall contribute [%] of all performance bonuses annually.

3A. Option: The Employee shall be required to contribute [%] of base salary or [dollar amount] annually on a pre-tax basis as a condition of participation.

Section 8: General Business Expenses

Recommended

1. Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for the Employee's continued professional participation, growth, and advancement, and for the good of the Employer.
2. Employer agrees to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer, including but not limited

to the ICMA Annual Conference, the state league of municipalities, and such other national, regional, state, and local governmental groups and committees in which Employee serves as a member.

3. Employer also agrees to budget for and to pay for travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for the Employee's professional development and for the good of the Employer.
4. Employer recognizes that certain expenses of a non-personal but job related nature are incurred by Employee, and agrees to reimburse or to pay said general expenses. The finance director is authorized to disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.
5. The Employer acknowledges the value of having Employee participate and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay for the reasonable membership fees and/or dues to enable the Employee to become an active member in local civic clubs or organizations.

Option 1

Technology: The Employer shall provide Employee with a computer, software, fax/modem, cell phone and pager required for the Employee to perform the job and to maintain communication.

Section 9: Termination

Recommended

For the purpose of this agreement, termination shall occur when:

1. The majority of the governing body votes to terminate the Employee at a duly authorized public meeting.
2. If the Employer, citizens or legislature acts to amend any provisions of the [charter, code, enabling legislation] pertaining to the role, powers, duties, authority, responsibilities of the Employee's position that substantially changes the form of government, the Employee shall have the right to declare that such amendments constitute termination.
3. If the Employer reduces the base salary, compensation or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all department heads, such action shall constitute a breach of this agreement and will be regarded as a termination.

4. If the Employee resigns following an offer to accept resignation, whether formal or informal, by the Employer as representative of the majority of the governing body that the Employee resign, then the Employee may declare a termination as of the date of the suggestion.
5. Breach of contract declared by either party with a 30 day cure period for either Employee or Employer. Written notice of a breach of contract shall be provided in accordance with the provisions of Section 20.

Option 1

In the event the Employee is terminated by the Employer during the six (6) months immediately following the seating and swearing-in of one or more new governing body members, and during such time that Employee is willing and able to perform his duties under this Agreement, then, Employer agrees to pay Severance in accordance with Section 10 plus salary and benefits in accordance with Section 10 for any portion of the six months not worked.

Section 10: Severance

Severance shall be paid to the Employee when employment is terminated as defined in Section 9. If the Employee is terminated, the Employer shall provide a minimum severance payment equal to one year salary at the current rate of pay. This severance shall be paid in a lump sum unless otherwise agreed to by the Employer and the Employee.

The Employee shall also be compensated for all accrued sick leave, vacation time, all paid holidays, and executive leave. The Employer agrees to make a contribution to the Employee's deferred compensation account on the value of this compensation calculated using the rate ordinarily contributed on regular compensation.

For a minimum period of one year following termination, the Employer shall pay the cost to continue the following benefits:

1. Health insurance for the employee and all dependents as provided in Section 4A
2. Life insurance as provided in Section 4D
3. Short-term and long-term disability as provided in Section 4B
4. Car allowance or payment of lease, or provide option to buy city vehicle at depreciated value
5. Out placement services should the employee desire them in an amount not to exceed [\$10,000 to \$15,000 recommended], and
6. Any other available benefits.

If the Employee is terminated because of a conviction of a felony, then the Employer is not obligated to pay severance under this section.

Section 11: Resignation

In the event that the Employee voluntarily resigns his/her position with the Employer, the Employee shall provide a minimum of 30 days notice unless the parties agree otherwise.

Section 12: Performance Evaluation

Employer shall annually review the performance of the Employee in [month] subject to a process, form, criteria, and format for the evaluation which shall be mutually agreed upon by the Employer and Employee. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. The final written evaluation should be completed and delivered to the Employee within 30 days of the evaluation meeting.

Section 13: Hours of Work

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end Employee shall be allowed to establish an appropriate work schedule.

Section 14: Outside Activities

The employment provided for by this Agreement shall be the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community, the Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements shall not constitute interference with nor a conflict of interest with his or her responsibilities under this Agreement.

Section 15: Moving and Relocation Expenses

Recommended

Employee agrees to establish residence within the corporate boundaries of the local government, if required, within [number] months of employment, and thereafter to maintain residence within the corporate boundaries of the local government.

- A. Employer shall pay directly for the expenses of moving Employee and his/her family and personal property from [location name] to [location name]. Said moving expenses include packing, moving, storage costs, unpacking, and insurance charges.
- B. Employer shall reimburse Employee for actual lodging and meal expenses for his/her family in route from [location name] to [location name]. Mileage costs for moving two personal automobiles shall be reimbursed at the current IRS allowable rate of [cents amount] per mile.
- C. Employer shall pay Employee an interim housing supplement of [dollar amount] per month for a period commencing [date], and shall continue for a maximum of [#] months, or until a home is purchased and closed on, within the corporate limits of the [local government name], whichever event occurs first.
- D. Employer shall reimburse Employee for a total of [number] round trip air fares for Employee and his/her family [amount of total tickets] at any time during the first year of service to assist with house hunting and other facets of the transition and relocation process. The Employee and his/her family may utilize and distribute the total [enter number] individual round trip tickets in any combination of individual members making the trips. The Employee shall be reimbursed for actual lodging and meal expenses incurred by Employee or his/her family members on any trips conducted prior to relocation, as detailed herein.
- E. The Employee shall be reimbursed, or Employer may pay directly, for the expenses of packing and moving from temporary housing to permanent housing during the first year of this agreement.
- F. The Employer shall pay the Employee's tax liability on all Employer provided benefits for relocation and housing.

Option 1

The Employer shall pay a lump sum payment of [\$] to the Employee to cover relocation costs.

Section 16: Home Sale and Purchase Expenses

Recommended

- A. Employee shall be reimbursed for the direct costs associated with the sale of Employee's existing personal residence, said reimbursement being limited to real estate agents' fees, and other closing

costs that are directly associated with the sale of the house. Said reimbursement should not exceed the sum of [\$].

- B. Employee shall be reimbursed for the costs incidental to buying or building a primary residence within the [local government], including real estate fees, title insurance, and other costs directly associated with the purchase or construction of the house, said reimbursement not to exceed the sum of [\$].

Option 1

Employer shall reimburse Employee for up to three discount points within thirty (30) days following purchase of a home within the corporate limits of [local government name], in an effort to minimize mortgage rate differentials.

Option 2

Employer shall provide Employee with a _____ [fixed-interest, variable-interest, interest-only] loan to purchase a house. The amount of the loan shall not exceed \$_____. The loan shall be repaid in full to the Employer upon the occurrence of either of the following events: (i) the home, or the Employee's interest in the home, is sold, transferred, or conveyed, or (ii) the Employee's employment with the Employer, for any reason, is terminated. The Employer and Employee shall execute any and all documents necessary to document this transaction. In the case where the value of the home decreases, the Employee shall not be required to repay the loan.

Option 3

Employer agrees to provide the Employee a loan for the purchase of a home in an amount not to exceed [dollar amount]. Employee shall pay Employer a monthly mortgage payment of [dollar amount] for interest, which is equal to the amount currently being paid in principle and interest for the current residence. Employee shall accrue equity at a rate of [%] per month.

Upon termination of employment with the Employer, Employee shall have a maximum of six months to sell the home while continuing to reside in it under the terms and conditions here. Should the home sell during the time period, Employer shall receive 100% of the proceeds minus the percentage of equity accrued by Employee as described above, and minus the amount of equity originally invested by Employee. Said accrued equity and original equity shall both be payable to Employee upon closing. Said original equity invested shall be calculated as an

amount equal to the percentage of original purchase price, represented by the original equity investment by Employee, and adjusted to be the same percentage of equity in the current sale price of the home. All closing costs borne by the seller shall be split between Employer and Employee in a proportion equal to the equity share described above. Should the house fail to sell within the allotted six month time period, Employer has the option of following the previous arrangement to continue in place or to purchase equity, calculated as provided above, plus the original cost of all improvements made to the property.

Section 17: Indemnification

Beyond that required under Federal, State or Local Law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as [job title] or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. The Employee may request and the Employer shall not unreasonably refuse to provide independent legal representation at Employer's expense and Employer may not unreasonably withhold approval. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorneys fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his or her duties. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer shall have the right to compromise and unless the Employee is a party to the suit which Employee shall have a veto authority over the settlement, settle any claim or suit; unless, said compromise or settlement is of a personal nature to Employee. Further, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which

the Employee is a party, witness or advisor to the Employer. Such expense payments shall continue beyond Employee's service to the Employer as long as litigation is pending. Further, Employer agrees to pay Employee reasonable consulting fees and travel expenses when Employee serves as a witness, advisor or consultant to Employer regarding pending litigation.

Section 18: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 19: Other Terms and Conditions of Employment

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the [local government] Charter or any other law.

A. Except as otherwise provided in this Agreement, the Employee shall be entitled to the highest level of benefits that are enjoyed by other [appointed officials, appointed employees, department heads or general employees] of the Employer as provided in the Charter, Code, Personnel Rules and Regulations or by practice.

Section 20: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- (1) EMPLOYER: [Title and address of relevant official (mayor, clerk, etc.)]
- (2) EMPLOYEE: [Name and address for tax purposes of Employee]

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 21: General Provisions

- A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.
- B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.
- C. Effective Date. This Agreement shall become effective on _____, ____.
- D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not effect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

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Leaders at the Core of Better Communities



CITY OF OAKWOOD, OHIO

INVITING APPLICANTS FOR THE POSITION OF:

City Manager



INTRODUCTION

The City of Oakwood, located in Montgomery County, Ohio, is searching for a highly skilled and demonstrated local government leader to serve as its next City Manager. With a small area of 2.2 square miles and a population of about 9,600 residents, Oakwood has a rich history as the residence of notable figures like aviator Orville Wright and National Cash Register founder John H. Patterson. The community values its past and aims to uphold the same principles and values that its founders envisioned. Oakwood residents are known for their emphasis on neighborliness, education, mutual assistance, and inclusivity. They appreciate the city's walkability and services that make Oakwood a secure and attractive place to live, work, raise a family, and retire.



OAKWOOD'S FORM OF MUNICIPAL GOVERNMENT

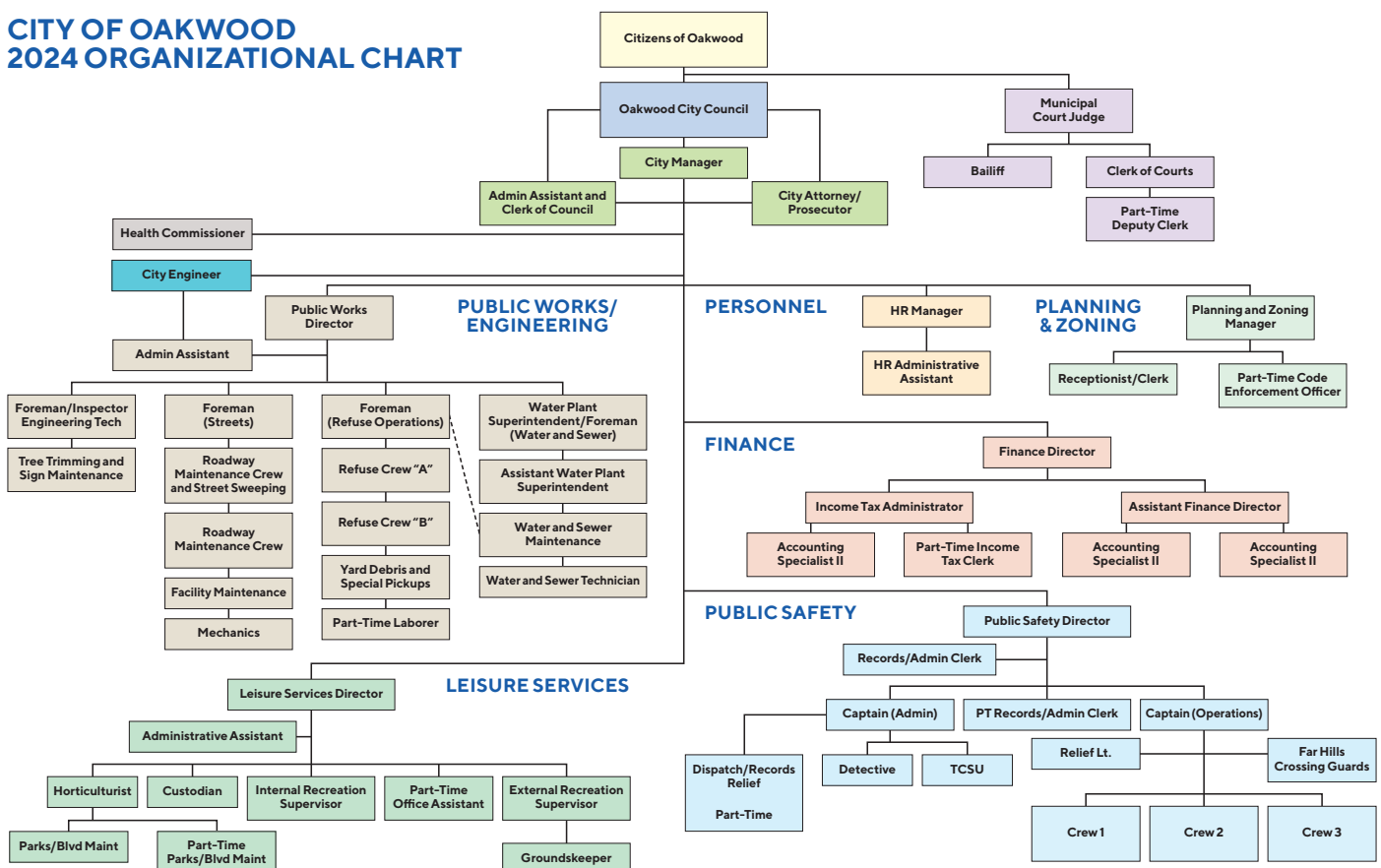
In 1931, Oakwood voters adopted a Municipal Charter, Home Rule, Council-Manager form of government. The five-member City Council is elected at-large on a nonpartisan basis for four-year staggered terms, with the Mayor and Vice Mayor being selected by their council colleagues every two years.

The City Manager is selected by and reports directly to the City Council. The elected officials set the overall direction and policy for the City, and the City Manager oversees all daily operations, acting as the city's Chief Executive Officer.

The Department Directors are appointed by the City Manager with the approval of the City Council. The City Manager also appoints and removes all other employees when necessary.

Operating under Ohio's Home Rule governmental structure, the City's leadership has consistently provided strong, conservative governance, leaving the community with well-maintained infrastructure, an adequately funded capital improvement plan, financial stability, and no debt.

CITY OF OAKWOOD 2024 ORGANIZATIONAL CHART



CITY MANAGEMENT AND OPERATIONS

Full-time personnel staffing for all city departments is presently authorized at 88 FTEs and supported by 16 part-time and 50-60 seasonal personnel.

FINANCE — For the past seven years, Oakwood has received the Ohio Auditor of State Award for Financial Excellence. The department provides fiscal oversight to five fund classifications, and manages the City’s 2.5%, voter-approved, local earnings income tax, which generated a net \$10.5 million in 2023. Oakwood has historically received strong resident support for its infrequent municipal tax requests. The department also manages payroll; water, sewer, stormwater, and refuse billing; accounts receivable; and accounts payable. The city operates with a 2024 annual budget of \$25.32 million, a general fund budget of \$10.6 million, including an annual capital fund program of \$4.67 million.

PUBLIC SAFETY — A full-time Chief, two Captains, and four Lieutenants are joined by 22 career personnel and six dispatcher/records personnel in staffing the department. Oakwood’s Public Safety Department is one of approximately 130 triple-certified, consolidated police, fire, and emergency response units in the entire country, providing professional and timely service to all residents and visitors. Public Safety Officer response times to approximately 5,000 calls in 2023 averaged just 2 minutes, and 4.75 minutes on average for fire apparatus response. Personnel respond from one centrally located station. The Public Safety Department has three collective bargaining units representing supervisors, safety officers, and dispatchers.

PUBLIC WORKS — With a staff of 33 and one collective bargaining unit, the department is responsible for a full complement of services including engineering, street maintenance and repair, an ambitious annual street resurfacing program and leaf collection. The city operates its own water distribution system (44 miles of lines), water treatment and well field facilities, and maintains its own sanitary sewer collection and stormwater utility systems. The Department provides snow removal, clearing all public streets and sidewalks, and residential refuse service to each property owner’s rear door to eliminate the need for curbside refuse containers. It also provides year-round yard debris pickup and a comprehensive recycling program.

LEISURE SERVICES — The city maintains an active parks and recreation program, encompassing four neighborhood parks, a designated dog park, Smith Gardens, a Community Center and swimming pool, the Hollinger Memorial Tennis Center, and the Old River Sports Complex, and conducts annual community events including the Ice Cream Social, Family Fall Festival & Scarecrow Row and Holiday of Lights. Designated a Tree City USA, the department also provides a full array of horticultural services and maintains the City’s natural areas and boulevards, including over 9,000 trees.

As a Home-Rule Charter City, Oakwood operates its own Health District and Municipal Court and maintains control over its community development activities, economic development initiatives, code enforcement, and building inspection programs.

As a citizen-centric community, Oakwood City Council encourages citizen involvement in city business. The current list of council-appointed committees and boards includes almost 100 residents who voluntarily advise on matters pertaining to Oakwood public services.

OAKWOOD’S DIVISIONS OF GOVERNMENT

Oakwood City Council

Boards and Commissions

City Manager

Parks & Leisure Services

Engineering & Public Works

Public Safety

Income Tax

Utility Billing

Zoning & Code Enforcement

Human Resources

Law

Finance

Vital Statistics

Oakwood Health District

Municipal Court

COUNCIL-APPOINTED COMMITTEES & BOARDS

Board of Health, Beautification Committee, Board of Zoning Appeals, Budget Review Committee, ADA Compliance Committee, Personnel Appeals Board, Planning Commission, Property Maintenance Board, and Tax/Water & Sewer/Assembly Appeals Board.

THE COMMUNITY

Since Oakwood became a city in 1931, its five city managers have chosen to live in the city while serving the community.

Oakwood boasts a variety of unique and charming neighborhoods featuring housing options that range from apartments to cozy single-family homes to prominent estates. The city implemented strict code enforcement and inspection standards for all home, rental and business properties fifty years ago to ensure proper property maintenance and to safeguard its architecturally significant properties. This commitment to preservation ensures that Oakwood properties are valued, appreciated, and protected for future generations to enjoy. Oakwood offers a quaint village atmosphere characterized by thoughtfully planned neighborhoods, tree-lined streets, and beautifully maintained landscaping. Additionally, the city-owned Smith Gardens and Francine's Garden are cherished community assets supported by dedicated endowment and volunteer programs. Oakwood is renowned for housing historic landmarks like Hawthorn Hill, once the residence of Orville Wright, and has been a residence to influential industrialists and celebrities, contributing to its rich cultural heritage.

Oakwood is continually recognized for its outstanding public school system, which provides an academy-like experience for all students in preparation for post-secondary education. The Oakwood school system is currently ranked # 6 in the State of Ohio by U.S. News and World Report and is granted 5 Stars by the Ohio Department of Education and Workforce. All schools and associated extracurricular facilities are located within walking distance for the convenience and safety of the attending students. In addition, the community is surrounded by several parochial, private, and faith-based elementary and secondary schools.

The full-service Wright Memorial Public Library recognized as one of America's Star Libraries, the City's recently developed Old River Sports Complex, the Oakwood Historical Society Homestead and House Museum, and the summer Farmers' Market further complement the abundant quality of life features that make this community so desirable.

The Oakwood Downtown Business District offers boutiques, eateries, specialized services, and quality retail selections. The award-winning Dorothy Lane Market serves as the hub of the business district and is known regionally for its bakery and gourmet food selections.

Oakwood has an active and vibrant Sister City Association, with two sister cities: Le Vésinet, France, a suburb of Paris, and Outremont, Canada, a suburb of Montreal. Oakwood also has a formal friendship agreement with Unterhaching, a suburb of Munich. The association's mission is "to promote peace through mutual respect, understanding and cooperation—one individual, one community at a time."

Only five city managers have served Oakwood in the past 93 years, demonstrating its stability and livability.

Reasons Why Oakwood's Five City Managers Have Resided In Oakwood



OUTSIDE THE CITY BOUNDARIES

Oakwood offers easy access to myriad entertainment options, such as spectator sports at the nearby University of Dayton campus and Dayton Dragons minor league baseball stadium. Additionally, residents can enjoy Dayton History Carillon Park, Cox Arboretum, regional performing arts venues, and museums in close proximity. For sports enthusiasts, professional baseball, football, and soccer games in Cincinnati are less than an hour's drive away. Shopping and dining opportunities abound at the Dayton Mall, The Greene Town Center, Mall at Fairfield Commons and Austin Landing complex. There is easy access to the Five Rivers MetroParks system, featuring one of the Midwest's most expansive bike trail systems.

Oakwood's proximity to the City of Dayton and Cincinnati via one of our nation's major interstate corridors, Interstate 75, quickly connects commuters to area employers and attractions. The University of Dayton, Wright Patterson Air Force Base, Wright State University, Sinclair Community College, and the region's growing medical centers are all a short commute from an Oakwood address.

CANDIDATE PROFILE

The ideal candidate will:

- Be an excellent communicator at both the intra- and interpersonal levels. Be a highly personable individual who is engaging and visible within the community and feels at ease speaking to and interacting with groups of all sizes and backgrounds.
- Possess a proven ability to work with and earn the respect and trust of elected leaders, residents, business owners, peers, and subordinates.
- Develop a strong appreciation of the community's history, traditions, and uniqueness while embracing a creative and innovative approach to continued improvement.
- Be a fiscal conservative and an excellent steward of taxpayer dollars while recognizing and creating opportunities to leverage public and private sector partnerships for the betterment of the overall community.
- Possess an excellent working knowledge of municipal infrastructure and utility operations and appreciate and commit to maintaining and reinvesting in the stewardship of such community assets.
- Understand public safety services and challenges and recognize, support, and enhance Oakwood's unique position in delivering such vital services.
- Have the economic development acumen and skillset to foster well-planned, financially viable redevelopment and enhancement opportunities.
- Be a recognized and respected leader of the various City departments and personnel and bring a balanced management style of fairness and firmness.
- Be strategic in their management approach, embrace new technology, establish and articulate clear, achievable goals for the city's internal operations, and consistently and objectively monitor and hold accountable subordinates for their expected levels of achievement.
- Be transparent in interactions with the Mayor and Council, subordinates, residents, and businesses while always understanding the importance of upholding the City's reputation for honesty and openness in its governmental actions.

Oakwood's Largest Employers

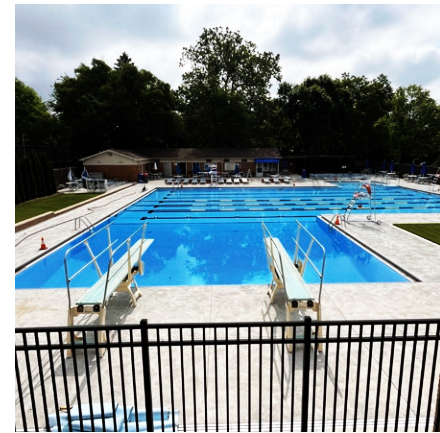
DEPARTMENT
OF DEFENSE

OAKWOOD BOARD
OF EDUCATION

CITY OF OAKWOOD

PREMIER HEALTH

DOROTHY LANE
MARKET



MINIMUM QUALIFICATIONS AND RESPONSIBILITIES

The successful candidate must possess a bachelor's degree in business management, public administration, political science, or any related field from an accredited college or university and any pertinent credentials. Extensive experience is required in municipal government in a leadership position in public administration or any equivalent combination of experience and training that provides the required skills, knowledge, and abilities, including a valid driver's license.

COMPENSATION AND BENEFITS

This position has a starting salary range of \$150,000 - \$180,000 with an annual 14% employer contribution to the Ohio Public Employees Retirement System (OPERS). Benefits are very competitive, and a car allowance and cell phone stipend will be provided. Should the successful candidate choose to reside within the city, a relocation assistance package will be provided. Residency within the city is strongly desired but not required.

The City of Oakwood, Ohio, is an Equal Opportunity Employer



**Management
Advisory Group** LLC

Trusted Advisors to Local Government

HOW TO APPLY

Interested candidates are encouraged to submit a cover letter and resume via the email below by **July 26, 2024**, for utmost consideration. Applications will be accepted until the position is filled. For additional information, visit the [City of Oakwood](#).

Questions regarding this position may be directed to:

Greg Horn

Partner - Management Advisory Group, LLC

ghorn@themanagementadvisorygroup.com

937-478-6385 (direct line)

**Management
Advisory Group** LLC**Trusted Advisors to Local Government**

Management Advisory Group, LLC (MAG) was founded by four partners representing over 150 years of successful, local government management experience. We maintain valued affiliate relationships with subject matter experts providing expertise in a broad array of advisory services. MAG offers executive recruitment, organizational review, interim management services, staffing analyses, strategic planning, retreat facilitation, economic development assistance and more. 'Trusted Advisors to Local Government' We are committed to earning your trust one client at a time through personalized, professional assistance with affordable fees.

Website: themanagementadvisorygroup.com



DAVID A. COLLINSWORTH

Dave has 32 years of local government management experience, serving as city manager of Westerville, Ohio from 2007-2020, Tipp City, Ohio from 1997-2007, and as assistant city manager in Miamisburg from 1990-1997.

Experience

Dave has extensive experience in parks and recreation, economic development, utility management, and infrastructure project oversight. He has managed construction efforts for a variety of infrastructure projects including streetscape initiatives, utility plant expansions, police & court facilities, government centers, industrial parks, park developments, recreation centers including a \$20M community center expansion, and development of a \$9M fiber-optic backbone and data center.

Expertise

Skilled at organizational review, operational studies, retreat facilitation, public safety management, and economic development analyses/project financing.

Education

Dave holds a Bachelor's degree from the University of Dayton as well as a Masters of Public Administration (MPA) from the University of Kansas. Dave has participated in numerous special educational endeavors including obtaining Credentialed Manager status from the International City/County Management Association (ICMA) and completion of the prestigious Senior Executive Institute for local government executives at the University of Virginia's Weldon Cooper Center.

Other

Dave has served as the past president/chair of the Ohio City/County Management Association (OCMA), the Central Ohio Mayors & Managers Association (COMMA), the Tri-Cities North Regional Wastewater Authority and the Northern Area Water Authority (NAWA). He has also served as the Vice-Chair of the Franklin County Emergency Management & Homeland Security Agency. Dave has been recognized by the Dayton Area Managers Association as "Public



Manager of the Year” and by Dayton’s Business First Newspaper as a “40 under 40” award recipient. Dave is currently serving the OCMA as Senior Advisor for the Central Ohio region and has been awarded Life Member Status by ICMA. He has been a member of Rotary International for over 23 years and is a Paul Harris Fellow.



GREGORY B. HORN

Greg Horn, has 40 years of local government management experience, serving as city manager in four communities within Ohio and Missouri. He retired in 2017 as city manager of Centerville, Ohio a position he held for 25 years and has been providing consulting/recruiting assistance to local governments for the past five plus years.

Relevant Projects

Greg has recently led or assisted with executive recruitments for the municipalities of Forest Park, Minerva, Monroe, Montgomery, Springdale, Clayton, Riverside, Middletown, Woodlawn, and Sebring, as well as for the townships of Harrison, Washington, and Etna. He has also led or assisted several Fire, EMS and Police Chief recruitments including recent Police Chief recruitments in Westerville, Worthington, Sidney, and Springfield, Ohio and the Director of 911 Dispatch in Bedford County, Virginia. Additionally, he has assisted with the review of the Newport News, Virginia Fire Department, Independence, Missouri organizational review, and the Oxford, Ohio Municipal court study.

Experience

Greg has extensive experience in economic development, utility management, and infrastructure project oversight. He has managed construction efforts for utility plant expansions, water towers, police facilities, government centers, industrial parks, park and recreation developments, including a \$300 million municipal golf/residential development.

Expertise

Skilled at executive recruitment, organizational review, merger studies, annexation analysis, shared services studies, municipal golf course/operational reviews, retreat facilitation, and economic development analyses.

Education

Greg holds a Bachelor's degree from Bowling Green State University as well as a Master of Science degree in public administration from the University of Missouri where he was awarded a research assistantship. He received additional training in emergency preparedness, attending



FEMA's National Training Program in Emmitsburg, Maryland and represented Southwest Ohio on an economic development mission to Japan and South Korea.

Other

Greg served as the past president/chair of the Ohio City/County Management Association, the Dayton Area Managers Association, the Miami Valley Communications Council, the Tri-Cities North Regional Wastewater Authority, and the Montgomery County Regional Communication Council of Government. He served on numerous technical advisory committees throughout his career ranging from regional economic development and utility systems to airport master plans and statewide solid waste committees.

Greg was recognized by the Ohio City/County Management Association when he received their Career Development and Local Government Cooperation Awards and has been awarded Life Member Status by the International City/County Management Association. He has been a member of Rotary International for over 35 years and served as the Centerville, Ohio Chapter President, while twice receiving the Paul Harris Fellow award.



DANA L. MCDANIEL

Dana McDaniel is a Partner in the firm Management Advisory Group, LLC. He has over 34 years of local government management experience, serving as Management Assistant, Deputy City Manager/Director of Service, Deputy City Manager/Director of Economic Development, and City Manager with the City of Dublin, Ohio. Dana also has over 35 years of leadership experience in the Ohio National Guard.

Municipal Experience

Dana has extensive experience in all aspects of local governance, administration, capital and operating budgets, public works, parks and recreation, fleet, facilities, utilities, safety services, and development/ economic development. Dana is particularly proud of the selection and development of the city's 400+ employees. His departments received national accreditation in public works, facilities, fleet, recreation and parks, economic development, and police. Dana formulated and oversaw numerous 5-year capital budgets averaging \$250m. He had direct involvement in the retention and expansion of over 27,000 jobs and a \$600m mixed use walkable redevelopment of the city's riverfront. The city earned and maintained the highest possible ratings on its general obligation bonds from three of the nation's top credit rating organizations. Dana led the formation of a Community & Police Chief's Inclusion Advisory Committees resulting in a Community Inclusion Framework for Dublin.

Military Experience

Dana served for over 35 years in the Ohio National Guard. He enlisted as a Private/E1 combat engineer. He was commissioned a Second Lieutenant after completion of Officer Candidate School. He served in the Army Engineer Branch in command and staff positions at platoon, battalion, group, and brigade levels. He deployed to Iraq and served as Chief Design Engineer for the 16th Engineer Brigade (Theater Army), 4th Infantry Division/Multi-National Division – Baghdad. Upon return from Iraq, he served as Commandant, 147th Regional Training Institute (Ohio's Military Academy). He was then promoted to Brigadier General and was "triple-hatted" as Ohio National Guard's Land Component Commander/ Brigade Commander, 73rd Troop Command/ Commander, FEMA Region V, Homeland Response Force, responsible for over 2,500



soldiers and airmen. He was certified by the Secretary of Defense as a Dual-Status Commander. His final assignment was Director, Joint Staff, Ohio National Guard.

Education

Dana holds a B.A. degree from Miami University, a Master of Public Administration (MPA) from The Ohio State University, and a Master of Strategic Studies from the U.S. Army War College.

Other

Dana has served as the Vice President of the Ohio City/County Management Association, Chair of the Franklin County Emergency Management & Homeland Security agency, Chair of the Franklin County Public Health Agency, Co-founder and Chair of the Northwest US33 Council of Governments, Co-founder of the Central Ohio Mayors/Managers Association, board member of the Mid-Ohio Regional Planning Commission (MORPC), and President of the Ohio National Guard Officers Association. Dana received the Most Admired Executive Award from Columbus Business First and Most Outstanding Alumni in Public Service Award by The Ohio State University Alumni Association. He recently was named a Senior Fellow by the Intelligent Community Forum and was awarded the Paul Harris Fellow Award by the Dublin AM Rotary.



MARC J. THOMPSON

Marc has served local governments for over 44 years, primarily in Ohio and more recently in Southeast Michigan on interim assignments but began his career in Oakwood as Assistant to the City Manager. His work has been in suburban communities in the Cleveland, Dayton, and Toledo areas and in the Detroit and Ann Arbor areas of Michigan. He has been particularly successful in evaluating and stabilizing stressful organizational situations.

Experience

He has held Manager positions in three Ohio communities including Geneva, Huber Heights, and Ottawa Hills and served in a variety of other municipal positions including: Director of Finance, Public Safety Director, and Director of Human Resources.

Marc recently served as Interim Director of Human Resources and Labor Relations for Ann Arbor, Michigan and has previously served two other southeastern Michigan municipalities as interim manager.

Education

Marc holds a bachelor's degree and a master's degree in public administration from Kent State University.



- Altafiber
- Ann Arbor, MI
- Beavercreek Township, OH
- Bedford County, VA
- Butler County, OH
- Canal Winchester, OH
- Carlisle, OH
- Chardon, OH
- Chelsea, MI
- Clayton, OH
- Clermont County, OH
- Cleveland Heights, OH
- Clinton County Port Authority
- Columbus, OH
- Corpus Christi, TX
- Delaware County, OH
- Englewood, OH
- Etna Township, OH
- Fairfield, OH
- Forest Park, OH
- Fraser, MI
- Friendship Village of Dublin, OH
- Geneva, OH
- Georgetown, OH
- Grandview Heights, OH
- Groveport, OH
- Harrison Township, OH
- Hobart Institute of Welding Technology
- Huber Heights, OH
- Independence, MO
- Kettering, OH
- Licking County, OH
- Louisville, OH
- Lucas County, OH
- Madison County Water and Sewer District
- Marysville, OH
- Miami County, OH
- Miamisburg, OH
- Middletown, OH
- Minerva, OH
- Monroe, OH
- Montgomery, OH
- New Albany, OH
- New Miami, OH
- Newport News, VA
- Oakwood, OH
- Ocean Pines, MD
- Ohio Mayors Alliance
- Ottawa Hills, OH
- Oxford, OH
- Perry Township, OH
- Petersburg, VA
- Plain City, OH
- Powell, OH
- Riverside, OH
- Scio Township, MI
- Sebring, OH
- Sidney, OH
- Springboro, OH
- Springdale, OH
- Springfield, OH
- Sunbury, OH
- Tipp City, OH
- Troy, OH
- Union County, OH
- Vandalia, OH
- Washington Township, OH
- West Carrollton, OH
- Westerville, OH
- Westminster, CO
- Whitehall, OH
- Woodlawn, OH
- Worthington, OH



Recruitment Process

Management Advisory Group, LLC (MAG) will learn about the goals and needs of the City and staff, as well as the expectations of key stakeholders, as identified for us. We will conduct a comprehensive search for the best and most diverse candidates that meet the short- and long-term objectives of your City. We pride ourselves in taking the necessary time to get to know our client's needs and the value that individual candidates can provide to the organization. We are committed to personal service. We do not cut corners with automated online interviews. We will leverage our own, extensive professional networks and experiences and interact with our clients and candidates on a professional and respectful, one-on-one basis.

To conduct this search, we will provide the following assistance or as otherwise determined by the client:

- Assist in establishing a process for the recruitment, including a mutually agreeable timeline.
- Review the current compensation range and recommend changes, if necessary, based on market and competitive conditions.
- Develop a comprehensive position profile based on information obtained in individual interviews with the City Council and other stakeholders as identified.
- Develop a marketing strategy that utilizes professional contacts throughout the geographic area as identified and supplement the candidate identification process through selected advertising, use of internet, and direct solicitation of known desirable candidates.
- Conduct personal interviews with the top candidates that meet the selection criteria.
- Screen the field of candidates to identify those that most closely match the needs of the City, including discussing results of preliminary reference checks for top candidates.
- Prepare a search report recommending top candidates.
- Assist during the interview and the selection process, including developing suggested interview questions.
- Assist in negotiating a total compensation package with the desired candidate, if requested.



Sample Recruitment Timeline

Weeks 1 – 3: Develop the Position Profile

Weeks 1 – 4: Develop a Search and Marketing Strategy

Weeks 4 – 8: Conduct a Proactive Recruitment Campaign

Weeks 5 – 9: Acknowledge Resumes and Screen Prospective Candidates

Weeks 8 – 11: Conduct Preliminary Interviews and Check professional References

Weeks 11 – 16: Support Interview and Selection Process/ complete Backgrounds





Strategic Agora Advisors

PUBLIC SECTOR LEADERSHIP · EXECUTIVE SEARCH

EST. 2023
CINCINNATI, OHIO



EXECUTIVE RECRUITMENT

Your Search for the Next *Village Manager*

A tailored, relationship-driven executive search led by four decades of Ohio local-government leadership — designed to help your Council select the right leader with confidence.

PREPARED FOR

The Village Manager Search Committee
Amberley Village

Presented by **Michael Hinnenkamp**
Owner & President, Strategic Agora
Advisors, LLC

LEADERSHIP · RELATIONSHIPS · PUBLIC VALUE

A firm built to serve the public sector

Strategic Agora Advisors (SAA) is a single-member LLC established in 2023 to deliver executive recruitment, strategic planning, and leadership-development services designed specifically for the needs of public-sector clients. Every engagement is grounded in a simple belief: strong local government begins with strong leadership.



Our mission is to provide the leadership and expertise that builds relationships and delivers solutions so that local government services and the public value they create are meaningfully enhanced.

THE SAA MISSION

Why SAA Exists

SAA was created by Michael Hinnenkamp, with the endorsement of the Ohio Plan Board, to serve public entities that seek trusted consultative support but fall outside the Ohio Plan's membership, whether because of their size, type, or eligibility. It extends decades of public-service expertise to the communities that need it most.

Engaged by Referral

SAA does not advertise. Every client comes through referral, a reflection of the trust the firm has earned across Greater Cincinnati and throughout Ohio's local-government community. That reputation is the foundation on which each new engagement is built.

What We Do



Human Resources

Executive recruitment, emerging-leader coaching, performance management, and internal investigations.



Leadership Training

Board & staff retreats, leadership development, supervisor training, conflict management, and DiSC.



Strategic Planning

Organizational and staffing reviews, comprehensive plans, and vision, mission & action planning.

YOUR RECRUITER

Michael Hinnenkamp

Owner & President, Strategic Agora Advisors, LLC | Executive Director, Ohio Plan Risk Management, Inc.

40

YEARS OF PUBLIC
LEADERSHIP

22

YEARS AS TOWNSHIP
ADMINISTRATOR

900+

OHIO PUBLIC ENTITIES
IN HIS NETWORK

Michael Hinnenkamp brings nearly four decades of executive public leadership, including progressively senior roles across three diverse jurisdictions, to every recruitment he leads. Before joining the Ohio Plan as Executive Director in 2018, he served twenty-two years as Township Administrator for Springfield Township in Hamilton County.

As Executive Director of Ohio Plan Risk Management, he leads a non-profit corporation of more than 900 Ohio public-entity members, overseeing risk management, executive recruitment, strategic planning, human resources, training, and cybersecurity services delivered statewide.

A Credentialed Manager through the International City/County Management Association (ICMA), he holds a Master of Public Administration and a Bachelor of Urban Planning from the University of Cincinnati, where he continues to serve on the Faculty Advisory Board for the Master of Public Administration program.

Credentials & Service

- ◆ ICMA Credentialed Manager
- ◆ MPA & BA in Urban Planning, University of Cincinnati
- ◆ Faculty Advisory Board, UC Master of Public Administration
- ◆ Past President, Center for Local Government
- ◆ Past President, Cincinnati Area Managers Association
- ◆ Past Treasurer, First Suburbs Consortium of Southwest Ohio
- ◆ Trustee, Hamilton County Development Corporation



This depth of hands-on local-government experience means your search is led by someone who has actually sat in the manager's chair — and who understands, first-hand, the leader your community needs.

A search shaped around your community

A proven process, style, and approach — applied consistently, yet customized to the unique opportunities and challenges of every entity. These are the differentiators that set an SAA recruitment apart.



Four Decades of Experience

Nearly 40 years of local-government and public-entity knowledge, earned in the roles you are recruiting to fill.



Deep Local Connections

Established relationships with local-government leaders across the Greater Cincinnati region.



Statewide Reach

Direct connections to more than 900 Ohio Plan public-entity members and their leaders across the state.



Authorized DiSC Partner

Authorized facilitator and partner for Everything DiSC assessment profiles — built into candidate evaluation.



Academic Grounding

Adjunct Professor and Faculty Advisory Board member for the University of Cincinnati's Master of Public Administration program — keeping SAA's methods current with the best thinking in public management.



Every recruitment offers its own opportunities and challenges. We honor that by customizing the process to fit your community — never the other way around.

THE SAA APPROACH



THE RECRUITMENT PROCESS

A clear path to the right leader

Eight coordinated phases — from kickoff to a signed offer

Below is the framework SAA recommends and uses consistently, refined to reflect the specific needs of your Village. Every phase is designed to keep your Council informed, engaged, and confident in the decision ahead.

1

Kick-Off Meeting

Review and approve the process and methodology; align on your community's opportunities and challenges; outline the position profile; set the compensation and benefits package; and confirm milestones, meeting dates, decision-makers, and primary contacts.

2

Community & Position Profile

Develop the recruitment brochure and graphics, review and recommend the job description, prepare the advertisement, and build the evaluation scorecard — capturing the experience, education, skills, preferences, and differentiators that define your ideal Village Manager.

3

Advertising & Active Recruitment

Place the opportunity through SAA's personal network and recruiter contacts, the ICMA job board and newsletter, and the OCMA, OML, and Center for Local Government boards — alongside other publications of general circulation.

4

Screening & Semifinalists

Evaluate every application against the scorecard, narrow the field to a strong slate of semifinalists, issue supplemental questionnaires, conduct initial interviews, complete a basic media search, and provide regular briefings to the Mayor or designated contact.

THE RECRUITMENT PROCESS — CONTINUED

5

Council Briefing — Executive Session

Provide Council or the Selection Committee with a candidate briefing booklet, an overview presentation of the semifinalists and process, detailed candidate profiles, and clear recommendations — then support Council in selecting the slate to advance.

6

Assessment & Vetting

Administer Everything DiSC personality profiles, conduct basic-level background investigations and reference checks on the semifinalists, and deliver a briefing document to Council summarizing profiles and findings.

7

Finalist Interviews — Facilitated

Schedule interviews and brief candidates, develop tailored interview questions, present DiSC and personality insights to Council, recommend an interview format, and facilitate the interviews, deliberations, and selection of your finalist.

8

Negotiation & Hire

If desired, assist the Mayor and Law Director in determining terms of employment, negotiate the final offer, and coordinate communications between Council and the selected candidate through to acceptance.



Built Around Your Council

Throughout every phase, SAA keeps your Mayor, Council, and Selection Committee at the center of the decision — providing the structure, insight, and candid counsel you need, while the choice of your next leader remains firmly yours.

Trusted by communities across the region

SAA and the Ohio Plan have led executive searches for a wide range of Ohio communities — including the chief-executive and administrator roles most comparable to your Village Manager search.

Village Manager

Village of Lincoln Heights

City Manager

City of Silverton

City Administrator

City of South Lebanon

Township Administrator

Delhi Township

Additional Recruitments

◆ Service & Safety Director

Village of St. Bernard

◆ Deputy Chief Building Official

City of Cincinnati — with SGR

◆ Public Works Director

City of Harrison

◆ Public Works Director

City of South Lebanon

◆ City Engineer

City of Franklin

◆ Library Director

Salem Township Public Library

◆ Fiscal Officer

Franklin–Springboro Public Library



Beyond recruitment, SAA has completed engagements for the **Butler County Commissioners and Administration Department** and the **Hamilton County Clerk of Courts** — reflecting the trust placed in the firm across both municipal and county government.

Let's plan your search, together

I look forward to our upcoming meeting to discuss my qualifications, walk through the process, and answer your questions, so we can begin tailoring the search to your community and focusing on:

1 Your Community's Opportunities & Challenges

Understanding what makes your Village distinct — and what your next leader must be ready to meet.

2 The Ideal Village Manager Profile

Defining the experience, skills, and qualities that matter most to Council.

3 Process, Timeline & Milestones

Confirming key dates, decision points, and the roles of Council and the Search Committee.

Michael Hinnenkamp

Owner & President · Strategic Agora Advisors, LLC

EMAIL:

mth@sagoraa.com

PHONE

513-616-1321

