

City Attorney Executive Search Planning Document

Goals

- Find an incredible City Attorney who will have the leadership skills, experiences, and personality to fit with the legal team, leadership team, and Council.

Roles & Responsibilities

- ACT
 - Source, screen, assess candidates
 - Manage interview process of recommended candidates
 - Facilitate decision making process
 - Support contract negotiations and onboarding
- Council
 - Provide input on profile
 - Approve selection criteria and job announcement
 - Select finalists
 - Interview finalists & provide feedback
 - Select City Attorney
- Legal team
 - Provide input on profile
 - Interview finalists & provide feedback
 - Provide logistical support (Margaret Radabaugh & Kevin McDonald)
- Leadership
 - Provide input on profile & provide feedback
 - Interview finalists & provide feedback that will be provided to Council

Timeline/Next Steps

Completed	Research candidates/referral sources. Intake interviews with Council, legal staff, and leadership Drafted selection criteria, job posting Admin Committee recommended selection criteria, job posting, salary range of \$180-210K and timeline
July 20	Council to review and approve selection criteria, job posting, timeline, and salary range.
July 21	Post search profile. Share profile with researched candidates and referral sources. Targeted outreach to top researched candidates.

July 21 - September 5	Assess candidates.
By Sept. 5	Share candidate information with Admin Committee. Candidate information is confidential until Council determines finalists.
Tuesday, September 14	Council Administration Committee to discuss. Feedback can be gathered from Council members and then provided to the Admin Committee.
By Sept. 15	Share candidate information with Council. Candidate information is confidential until Council determines finalists.
Sept 27	Special session with a closed session to determine the finalists. (Discussion can be done in closed session. Identifying numbers can be used.)
Wednesday, October 6 and/or Thursday Oct. 7.	On-site interviews, tours. Panel interviews with Council, Legal staff & Leadership. Community members can watch Council panel and provide feedback. Candidates can provide a recorded statement which can be housed on the City website. Feedback will be collected and summarized from the panels and community members and provided to Council.
Tuesday, October 12	Determine next steps which could include: Second round interviews with Council, staff, leadership <u>or</u> offer extended.