

John Day City Manager – Hiring Procedures

The following hiring procedures will be reviewed, considered, and if the council deems appropriate, approved during the council meeting held on February 22, 2022. The council may not lawfully hold an executive session to consider the employment of the new city manager unless and until the council first adopts these hiring procedures (see ORS 192.660(2)(a) and ORS 192.660(7)(d)). City will conduct the city manager recruitment and hiring process subject to and in accordance with applicable law.

Step 1 – Define Position and Develop Profile

- The council has discussed and reviewed its recruiting steps and schedule. As of February 22, 2022, the council has adopted the following recruiting schedule, which schedule may be modified by the council at any time:

_____	, 2022	Recruiting Process Commences
_____	, 2022	Application Deadline
_____	, 2022	Applicant Review Completed
_____	, 2022	Begin Sending Rejection Letters/Schedule Interviews
_____	, 2022	Interviews for Finalists
_____	, 2022	Select Preferred Finalist(s)
_____	, 2022	First Day for City Manager

- The council has reviewed the charter provisions and/or ordinances creating the city manager position to ensure they continue to accurately reflect the council’s expectations and job requirements.
- The council will review, consider, and if the council deems appropriate, approve (a) the standards, criteria, and profile of the “ideal” candidate (which includes the city manager’s job description), and (b) any related policy directives during its council meeting on February 22, 2022. The John Day City Manager Profile (i.e., the standards, criteria, and profile of the ideal candidate) is attached hereto as Appendix A. The council may revise the city manager’s job description as necessary or appropriate.
- The city may retain a professional recruiter to assist the council with its city manager recruitment efforts. If a professional recruiter is retained, the council may make modifications to these hiring procedures to accommodate the recruiter’s involvement in the recruitment process.

Step 2 – Prepare Advertisement and Review Salary Range

- The council has reviewed, discussed, and identified a competitive salary range to ensure the City remains competitive.
- The council has prepared a job announcement. City staff will post the job announcement. At this point, the job will remain open until filled. However, the council has established a tentative application deadline of _____, 2022. The job announcement will be substantially in the form attached hereto as Appendix B.
- City staff will advertise the position by placement of the job announcement with the state employment office, local media, League of Oregon Cities, city’s website, and any other available venues or media outlets the city deems necessary.

Step 3 – Application Submissions; Thank You Letters

- Applications will be submitted to [REDACTED] via email at [REDACTED] or by mail or hand delivery to City of John Day, 450 East Main Street, John Day, Oregon 97845. Envelopes (and the subject line of all email submissions) will be clearly labeled “City Manager Application.” [REDACTED] will account to the committee and council for all submitted application materials.
- [REDACTED] will mail a letter to each candidate thanking the candidate for his or her interest in the position. The thank you letter will be substantially in the form attached hereto as Appendix C.

Step 4 – Screen Applicants

- The council will screen and review all applicants (and all application materials). The candidate standards, criteria, and profile attached hereto as Appendix A will be the primary document used in the screening/review process.
- The council will select a maximum of three “finalists” which most closely fit the candidate standards, criteria, and profile. The council will interview each of the three finalists; provided, however, any eligible and qualified applicant-veteran will be interviewed subject to and in accordance with applicable law.
- Regret letters explaining that the candidate is no longer being considered will be mailed throughout the hiring process.

Step 5 – Interviews

- The council will interview each finalist in executive session. Consensus is important in selecting the city manager. Consensus is not likely to be achieved if only one or two councilors participate in the interviews. Thus, it is important that all councilors participate in the interviews. **The city will/will not pay travel expenses for interviewees.**
- Interviews will be scheduled as close together as possible – preferably the same day – to ensure equal treatment of all candidates. Job-related questions and an interview rating form will be prepared by the city attorney and/or City staff in advance and asked of all finalists.
- If the council determines necessary or appropriate, a second interview with one or more of the finalists may be completed. **The city will/will not pay travel expenses for the second interview.**
- Confidentiality is a critical consideration in any recruitment. Subject to applicable law, all persons involved in the recruitment process on the City’s behalf must maintain the confidentiality of applicants, resumes, and application materials and information. However, the city cannot guaranty the confidentiality of applicants, resumes, and application materials and information. Confidentiality will be maintained subject to and consistent with applicable law.

Step 6 – Selection and Negotiation

- After completing the interviews, the council will strive to reach “consensus” concerning the first preferred finalist and second preferred finalist in executive session. To be clear, the council will not be making a final decision concerning the city manager’s employment at this time.
- With the assistance of the city attorney, the [REDACTED] will contact the first preferred finalist. The mayor will offer the city manager position to the first preferred finalist conditioned on the finalist passing background and reference checks.
- The city may contract with an outside consultant or contractor to conduct portions of the background check (e.g., degree verification, credit history, and criminal history). All background checks will be completed subject to and in accordance with applicable law. Background and reference checks will be completed only for a finalist that has been extended a conditional offer of employment.
- The city attorney will prepare the city manager’s employment contract. The mayor and city attorney will present the employment contract to the finalist. The employment contract is subject to the council’s review and approval. Be advised that the council may be asked to make several additional decisions concerning salary, moving expenses, fringe benefits, etc.
- If the mayor and city attorney are unable to reach an “understanding” with the first preferred finalist concerning his or her employment (and the underlying contract terms), the mayor and city attorney will pursue contract negotiations with the second preferred finalist (consistent with the understanding and expectations discussed above). Thus, finalists will not be rejected until the city has reached a final agreement with the successful finalist.

Step 7 – City Manager Appointment and Arrival

- The council will formally appoint the city manager immediately before, or contemporaneously with, its approval of the employment contract. At that time, the public will be informed of the council’s selection and appointment. City staff will have a press release prepared for dissemination immediately after the appointment.
- The new city manager may require a minimum of 30 days’ prior notice to his or current employer. Prior notice is considered professional and will be honored.
- The council will schedule an initial work session with the new city manager to discuss and clarify initial expectations and to review goals and objectives. Communication from the outset will help ensure a smooth working relationship.

Appendix A
John Day City Manager Profile
(General Standards, Criteria, and Policy Directives)

[attached]

Appendix B
Job Announcement

City of John Day seeks a city manager who is an established leader, understands all aspects of municipal government, and has an appreciation of the challenges facing small rural cities. The city manager supervises [REDACTED] employees and [REDACTED] contracted services. The city manager is the administrative head of the City and is responsible to the council.

The city manager will be paid an annual salary of \$ [REDACTED] to \$ [REDACTED] (DOQ), plus benefits. The city manager must have a bachelor's degree or combination of skills, training, and five years public or municipal administration experience; Master's of Public or Business Administration is preferred. Managerial and leadership experience is essential, preferably with a well-rounded background that includes a combination of public and private sector experience. Highly developed communication skills and experience working closely with elected officials is crucial as is a background in facilitation and conflict management. An exceptional ability to collaborate and develop effective community partnerships is required.

An essential function of the position requires access and use of certain confidential and sensitive financial information not customarily provided in a retail transaction (that is not a loan or extension of credit). In addition, the city may be required to obtain credit history information as a condition of bonding or insuring the city manager. The city's obtainment and review of an applicant's credit history, background, and/or criminal investigation reports is substantially job-related. Any offer of employment will be contingent on the applicant passing a credit history, background, and/or criminal history investigation. The investigation will be made subject to and in accordance with applicable law.

If you are interested in this position, please visit the city's website at www.cityofjohnday.com or City Hall, 450 East Main Street, John Day, Oregon 97845, for the position profile, job description, and application. To apply, candidates must submit a resume, cover letter, and completed application on or before 5:00 p.m. on [REDACTED], 2022. Applications (and materials) may be submitted via email to [REDACTED] at [REDACTED] or mailed or hand delivered to City of John Day, 450 East Main Street, John Day, Oregon 97845. Envelopes (and the subject line of all email submissions) must be clearly labeled "City Manager Application." Please feel free to call [REDACTED] if you have any questions at [REDACTED].

In accordance with applicable law, veterans who meet the minimum qualifications for the position may be eligible for veterans' preference in public employment. City of John Day is an equal opportunity employer.

Appendix C
Thank You Letter

Dear _____:

Thank you for your interest in the position of John Day City Manager. We are giving your application full consideration along with all others that have applied. We are hoping to schedule interviews sometime in the near future and will be in touch with you to let you know our timeline shortly.

Thank you for your patience and interest in working for the City of John Day. If you have any questions or concerns please feel free to contact me.

Sincerely,

