



DATE: July 26, 2021
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Authorization to Begin Recruitment Process for a Community Development Director

Budgeted Amount:
N/A

Estimated Amount:
N/A

Funding Source:
N/A

Council Should Consider

Motions to approve, table, or deny the following:

- Authorizing staff to begin the recruitment process for a Community Development Director.

All items need a simple majority for action unless otherwise noted.

Background

The City currently has a vacancy for a Community Development Director. The City Council is asked to allow staff to begin the recruitment process for the position.

Anticipated process:

- Council approves authorization to begin the recruitment process
- Staff posts for the position and reviews candidates
- Staff reviews applications and selects interview candidates
- Staff will conduct a first round of interviews and select final round candidates
- The finalists will conduct the leadership assessment for Department Heads
- The City Council will conduct a final round of candidate interviews and select a candidate
- Staff will bring forward a finalist for official Council approval

This position is considered a Department Head position and in the past, Staff has done a first round interview of candidates and the City Council has done a final round and made their

selection. This is the process Staff is anticipating. Council may discuss and provide additional direction if needed.

Budget Impact

This position will have an impact on the budget as it is a higher salary than the budgeted City Planner position.

Attachments

Attachment A: Updated Community Development Director Job Description Red Line

Attachment B: Updated Community Development Director Job Description Clean