

Executive Summary

City Manager Recruitment

I. Overview

The following summarizes the current status of the City of Fort Pierce's recruitment of their new City Manager. At the beginning of the posting of the position, there were a couple of applicants who were having difficulties applying through the City's new recruitment platform. Human Resource's staff worked with each applicant individually to resolve their issue and to date all applicants have been able to apply and upload any pertinent documents to their application.

Within the recruitment process timeline, Human Resources is recommending that City Commission conduct one-on-one interviews instead of public interviews. These interviews will occur over a one-to-two-day period and will be coordinated by Human Resources. Each applicant will have an individual 45-minute interview with each Commissioner. In addition, Human Resources also recommends that City Commission shortlists applicants at their February 3, 2025, City Commission meeting, and makes final appointment or provide further direction at their February 18, 2025, City Commission meeting. However, Human Resources will move forward with whatever direction City Commission deems necessary.

II. Recruitment Process Timeline

- a. Recruitment period: 11/15/2024 – 12/15/2024
- b. HR candidate assessment: 12/16/2024 – 1/3/2025
- c. Qualified applicant pool presentation to City Commission for interview selection: 1/6/2025
- d. One-on-One Interviews: 1/13/2025 – 1/24/2025 (Specific Day TBD)
- e. City Commission shortlist: 2/3/2025
- f. Final decision/appointment: 2/18/2025

III. Recruitment Platform Analytics

- a. City of Fort Pierce website
- b. Indeed
- c. Governmentjobs.com
- d. International City/County Management Association (ICMA)
- e. ICMA – Job Center Landing Social Media
- f. The National Association of County Administrators (NACA)
- g. LinkedIn

IV. Applicant Analytics

- a. Total applicants to date: **65 (had 66 but 1 applicant withdrew)**
- b. Total in-state applicants: **60**
- c. Total out of state applicants: **5**
- d. Total internal applicants: **1**
- e. Qualified applicants who completed questionnaire: **19**

- i. Geographics of applicants: **3** out of state (CO, NM, and Kansas); **9** local (Port St. Lucie, Vero, and Fort Pierce); **7** non-local (Jupiter, Leesburg, Pembroke Pines, Fort Lauderdale, Coral Gables, Jacksonville, and West Palm Beach)
- f. Qualified applicants who did not complete questionnaire: **5**
- g. Applicants who did not meet the minimum qualifications of the position: **41**