

City of Ramsey
Agenda
City Council Special Work Session
Tuesday, October 18, 2022
9:45 am - 4:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

Remote Attendance available at www.cityoframsey.com/meetings.
Those joining remotely and requesting to speak are asked to use a webcam when speaking.

1. **Call to Order**

2. **Topics for Discussion**
 1. Conduct the Interview Process for the Position of Community Development Director

3. **Adjournment**

CC Special Work Session

Meeting Date: 10/18/2022

Title:

Conduct the Interview Process for the Position of Community Development Director

Purpose/Background:

The purpose of this Special Work Session is for the City Council to conduct interviews for the Community Development Director position.

As the City Council is aware, Brian Hagen, the City's current City Administrator, was previously the Deputy City Administrator / Community Development Director. The City Council, by consensus, directed staff to conduct an open competitive recruitment to fill the position as Community Development Director.

As a result of the City Council's direction to staff, the following occurred:

Advertising: staff advertised the position with the following sources: NeoGov, American Planning Association (APA) National and State, International City/County Management Association (ICMA), Economic Development Association National and State, GovernmentJobs.com, City of Ramsey website, City of Ramsey Facebook pages, Weekly Updates, Highway 10 Electronic Sign, Anoka County Union, the Shopper, QCTV, League of Minnesota Cities, League of Wisconsin Cities, HR Managers Group, City Clerk/Administrators Group, Minnesota City/County Management Group, and Minnesotaworks.net.

First Interviews: Four applicants were interviewed in August and four applicants were interviewed in October by the first interview panel which consisted of the following individuals: Councilmember Woestehoff, Planning Commission Chair Bauer, Economic Development Authority Chair Olson, Environmental Policy Board Chair Hiatt, City Administrator Hagen, Administrative Services Director Lasher and division managers. From the first two interview processes, the panel recommended four candidates advance on to the second interview panel.

Second Interviews:

The interview panel will consist of the full City Council, the Chair of the EDA and the Chair of the Planning Commission (the Chair of the EPB is not available to attend) the Department Head team (except Finance Director Diana Lund who has another commitment) and division manager, Building Official Jesse Szykalski.

Depending on the outcome of the second interview process and City Council direction, candidate(s) may participate in an extensive leadership assessment which will be conducted by the City's consulting psychologist firm. If applicable, after the leadership assessment results are received, the City Council will make a selection and the candidate will be formally hired at a future City Council meeting.

Timeframe:

9:45 a.m. to approximately 4:00 p.m.

Funding Source:

There is no funding required at this time.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

To interview candidates and provide direction on final advancement for the Community Development Director.

Attachments

No file(s) attached.

Form Review

Inbox

Brian Hagen

Form Started By: Colleen Lasher

Final Approval Date: 10/13/2022

Reviewed By

Brian Hagen

Date

10/13/2022 01:29 PM

Started On: 10/13/2022 11:17 AM