

Recruitment of Town Manager

Conducting Recruitment¹ (Association, 2012)

It is important to realize that this process is time-consuming and complex, it is expected to take around 5-8 months. The governing body has choice for conducting recruitment. It can be:

- Use a hybrid approach and conduct the recruitment in conjunction with an outside party
- Retain an outside party to conduct recruitment

Hybrid Method:

The governing body will supplement the process, where necessary, with assistance from an executive search firm or another outside source.

Decide whether to conduct the process as:

- Body
- Delegate the responsibility to a chairperson
- Assign the task to a committee of members

Be sure to choose those that can provide the necessary time and leadership.

Process:

Work with human resource and municipal attorney.

Governing Body Responsibilities:

- Identify executive search firm or another outside source
- Develop the administrator profile
- Identify tasks that will be outsourced vs. internal
- Design an effective and legal recruitment and selection process
- Approve selection of candidates, conduct interviews and make final decision

Outside Expertise Method:

Governing Body will contract with a firm that specializes in providing executive search assistance. Governing body will play an active role. It develops the administrator profile, approves the selection of the applicants, interviews the candidates, and, of course, makes the final

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https://icma.org/sites/default/files/303514_Recruitment%20Guidelines%20for%20Selecting%20a%20Local%20Government%20Administrator.pdf

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selection. The benefit of using an executive search firm is the expertise that the firm brings to the process and its ability to coordinate the recruitment.

Process:

- Governing Body meets with firm to develop profile. Discussion will be led by firm to help reach a consensus
- Firm coordinates overall process and assumes responsibility for all tasks until it is time to select and interview candidates

Recruitment Framework

Regardless of the method chosen for conducting the recruitment, the governing body must develop a framework for the recruitment process. It must agree at the outset on a number of key issues critical to the success of the recruitment, including criteria for:

- Administrator profile, including community engagement
- Administrator compensation range and components
- Schedule and timing
- Geographic scope of the search
- Advertising and outreach strategies