



Human Resource Department
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MEMORANDUM

April 15, 2020

To: Honorable Mayor and Members of the Yakima City Council

From: Connie Mendoza, Director of Human Resources

RE: City Manager Recruitment Update

Per the Council's direction on April 7th, the City Manager Recruitment process has been initiated. Draft copies of the recruitment schedule, job description and recruitment brochure have been provided to each Council Member via email over the past couple of weeks and are included as part of this packet.

A brief overview of the proposed timeline and the steps taken so far are detailed below. Please be advised that the timeline is fluid and subject to change depending on the applications received, etc. I will be working with Cally Price to coordinate calendars and propose some possible dates for interviews over the next few weeks.

Job Announcement/Advertising Campaign

Human Resources worked with the City's Legal Department and the Community Relations staff to update the job description and create the recruitment brochure. The job will be posted and advertised on Friday, April 17th with applications due by the close of business on Wednesday, June 3rd.

Advertisements will be posted as follows. Other sources may be added.

- International City/County Management Association (ICMA)
- Association of Washington Cities (AWC)
- American Public Works Association (APWA)
- League of Oregon Cities
- California City News
- Western City Magazine
- Public CEO
- Yakima Herald
- Spokesman Review
- Tri-City Herald
- Facebook
- LinkedIn

Applicant Screening/Candidates presented to Council

Applications will be pre-screened as they are received to ensure they meet the requirements of the position. Once the deadline to submit applications has passed, Council will be presented with the most qualified candidates' information during an executive session. An invitation will then be extended to those selected to participate in the interview process.

Interviews/Community Reception

The proposed interview process includes each candidate participating in three interviews and a Community Reception. The three interviews will consist of a public interview with the Council, an interview with a Community Panel, and Senior Staff Panel. The Community and Senior Staff panels will provide feedback to the Council regarding their assessment of each candidate's strengths and potential challenges they might bring to the role of City Manager. Council can use this feedback as part of their discussions when deciding on a finalist. Depending on the interview schedule and if time allows, candidates will be provided a brief tour of the City hosted by Communication & Public Affairs Manager Randy Beehler. If necessary, a second interview is included in the recruitment timeline for the following day.

A Community Reception would be held the evening of the interviews to allow interested community members, staff and the Council to meet the candidates in a less formal setting and to ask additional questions. Comment cards will be made available to gather input from those in attendance. The comment cards will be provided to the Council for their consideration as well.

Background/Reference Checks

Once Council has identified the finalist(s), a thorough background check of the candidate(s) will be performed by a third party. Reference checks will be completed as well.

Contract negotiations can commence during this time; however, a contract cannot be finalized until the background process is complete.