



# MEMORANDUM

To: Town of Fraser Town Board  
From: Jon Stavney, Executive Director NWCCOG  
Date: 2/22/2021  
Re: Town of Fraser Manager Search Process

---

**March 3<sup>rd</sup>**      **Worksession 5:20 – 7:00 p.m.** Bring answers to questions. These will be discussed with the group, answers prioritized to form a basis for **Town Manager Candidate Profile**

**Questions:**

- Describe the turning point of opportunities & challenges facing Fraser right now.
- What are the top internal (organizational) management issues, or priorities needing focus and attention?
- What are external (community relationship) issues, or priorities needing focus and attention?
- What are the most important projects or initiatives awaiting the new manager?
- Are there opportunities not being pursued now which the new manager should?
- If you were to look “back” from next 2-4 years from now, what would success look like for this new manager who would start in mid-2021?
- What are some of the traits, strengths or experience possessed by a manager candidate that would address answers to the previous questions?
- What is your favorite thing about Frasier, about being on the board or about the people, place, rituals and history that make Frasier what it is?

**For Discussion:**

- Review and Discuss** process outlined in this memo, including schedule
- Discuss:** Should the board have additional alignment retreats/work sessions to clarify strategic direction, goals, or other issues before launching search? Can the board affirmatively state that the board members largely agree on these priorities for at least the next couple years?
- Determine Review Committee:** Who will read and score all applicant submittals and screen first round?
- March – July** Interim Town Manager – are expectations clear between the Town Board and the Interim Manager regarding how to properly set the table for a transition to TM?

**March 4- 10<sup>th</sup>**      Draft Manager Ad and Profile—Internal review for Packet between Jon and Staff

**March 17<sup>th</sup>**      Board Review Manager Ad and Profile, (Jon to Remote in for this discussion)

**March 18**      **Post** Fraser Town Manger position

- Locations: Town, CML, and CCCMA websites, Mountain Careers, Sky-Hi News, Other?).
- Clarify point person for contact: Recommend Interim Town Manager and Jon at NWCCOG.
- Share Process internally with Staff
- Posting should include closing date (OTF), interview dates, proposed start date
- Required: Cover Letter, Resume, Current References

(Jon out May 1-9<sup>th</sup>)

**NWCCOG FRASER MANAGER MEMO**

p. 2

**April 26th Applicant Submittals Due**

**April 26 – 30th Review Committee\* to Screen Candidates,**

Propose candidates to be Interviewed to Town Board

**May 4<sup>th</sup> Town Board to discuss and approve proposed Finalists, or request further screening**

Board may choose group of no more than 5 Candidates for Interviews or,

Board could recommend Phone Interviews to reduce field

**Week of May 10<sup>th</sup>**

Phone Interviews for further Screening If Requested

**Week of May 18-19 Finalists Visit and Interview**

**Day 1 :**

**Afternoon Staff Tours of individual candidates of Town**

**Meet and Greet: Staff half hour, Public and Board**

**Day 2:**

**All Day rotating Interviews:**

**Option A:** Three Mixed Groups, Staff, Selected Community Members, Invited reps –County, WP, DOLA or other, each observed by Board. All members from the three groups meet over lunch and share recommendations with Town Board. Afternoon, Board holds interviews with each candidate. Board deliberates, directs staff to negotiate with chosen candidate.

**Option B:** Three Groups not mixed, candidates rotate through three groups, staff/internal, community stakeholders, and Town Board. Other two groups report in to Town Board group through appointed leader after (or all invited into . Board deliberates.

**Option C:** One Day process. Staff tours in mid a.m. Lunch meet and greet event. Board interviews candidates all afternoon. Deliberates in Work session or Executive Session, invites choice in to confirm basic terms.

**Day 3:** Staff follows up with Selected Candidate with Employment Letter stating terms for signature by Candidate to accept including wages, benefits and start date.

**By June 30 -Candidate Begins work at TOF (Or negotiated date)**

What is last day for Interim? Overlap by a week?

Other handoff details, Memo?

**First Board Meeting for Manager –July 6th, 2021**

--end--