



MEMO TO: Mayor Vandernail and the Board of Trustees
FROM: Ed Cannon, Town Manager
DATE: November 2, 2022
SUBJECT: Town Manager recruitment

MATTER BEFORE BOARD:
Town Manager Recruitment

ATTACHMENTS:
TM Job Description
2021 Town Manager Job Posting
2021 Jon Stavney memo for the Fraser Town Manager Search Process

BACKGROUND:

The Fraser Town Manager announced his retirement effective March 31, 2023 during the September 21st BOT meeting. During the October 19th Board of Trustee meeting, Mayor Vandernail asked that information be provided to the Board of Trustee on November 2nd concerning the Town Manager recruitment so that the Board can move quickly to find a new Town Manager.

OPTIONS:

1. **Hire a recruitment firm.** A recruitment firm can assist with all elements of the recruitment, including posting the position on job sites, collecting and reviewing applications and resumes, conducting initial interviews, performing background and reference checks, and scheduling final interviews.

A recruitment firm can greatly alleviate the workload for staff and the Board of Trustees. The drawback is the cost since fees are typically based on the salary of the position and the scope of the recruitment. As an example, the recent Public Works Director search by KRW cost \$14,000.

2. **Utilize Jon Stavney with the NWCCOG.** In 2021, Jon Stavney, Executive Director of the NWCCOG, assisted Fraser in the past two TM searches. Jon can perform the same

work as a recruitment firm and there is no cost for his assistance. A copy of Jon's memo for the last (2021) TM recruitment is attached as reference.

I reached out to Mr. Stavney on October 20th and again on October 27th to confirm his assistance. Jon will work with staff to update the job notice and timeline for the recruitment process. Jon would also moderate the interview process with the Board of Trustees.

3. **Recruit internally with existing staff.** Staff can also perform the same work as a Jon or recruitment firm. However, this option is the most time consuming for staff, so it is not my recommended course of action for the BOT.

Recommendations to the BOT:

Engage Jon Stavney to assist with the Town Manager recruitment. This is the most flexible and cost-efficient option.

An updated Job Notice and Timeline will be presented at the November 16th BOT meeting.