

Burns City Manager – Hiring Procedures

The following hiring procedures will be reviewed, considered, and if the council deems appropriate, approved during the council meeting held on April 10, 2019. The council has reviewed and considered one or more versions of these hiring procedures during prior council meetings, including meetings held on March 27, 2019 and April 4, 2019. The council may not lawfully hold an executive session to consider the employment of the new city manager unless and until the council first adopts these hiring procedures (see ORS 192.660(2)(a) and ORS 192.660(7)(d)).

Step 1 – Define Position and Develop Profile

- The council has discussed and reviewed its recruiting steps and schedule. As of April 10, 2019, the council has adopted the following recruiting schedule, which schedule may be modified by the council at any time:

April 15, 2019	Recruiting Process Commences
June 19, 2019	Application Deadline/Applicant Review Period Commences
June 26, 2019	Committee Applicant Review Completed
June 26, 2019	Committee/Council Joint Applicant Review Completed
June 27, 2019	Begin Sending Rejection Letters/Schedule Interviews
	Interviews for Finalists
	Select Preferred Finalist(s)
	First Day for City Manager

- The council has reviewed any charter provisions and/or ordinances creating the city manager position to ensure they continue to accurately reflect the council's expectations and job requirements.
- The council will review, consider, and if the council deems appropriate, approve (a) the standards, criteria, and profile of the "ideal" candidate (which includes the city manager's job description), and (b) any related policy directives during its council meeting on April 10, 2019. The Burns City Manager Profile (i.e., the standards, criteria, and profile of the ideal candidate) is attached hereto as Appendix A. The council may revise the city manager's job description as necessary or appropriate.
- The council has formed a hiring committee (consisting of certain appointed councilors and two community members) to assist in the hiring process, including applicant screenings.

Step 2 – Prepare Advertisement and Review Salary Range

- The council has reviewed, discussed, and identified a competitive salary range to ensure the city remains competitive.

- The committee, with assistance of city staff, has prepared a job announcement. City staff will post the job announcement. At this point, the job will remain open until filled. However, the council has established a tentative application deadline of June 19, 2019. The job announcement will be substantially in the form attached hereto as Appendix B.
- City staff will advertise the position by placement of the job announcement with the state employment office, local media, League of Oregon Cities, city's website, and any other available venues or media outlets the city deems necessary.

Step 3 – Application Submissions; Thank You Letters

- Applications will be submitted to City Manager Dauna Wensenk via email at dwensenk@ci.burns.or.us or by mail or hand delivery to City of Burns, 242 S. Broadway, Burns, Oregon 97720. Envelopes (and the subject line of all email submissions) will be clearly labeled "City Manager Application." Ms. Wensenk will account to the committee and council for all submitted application materials.
- Ms. Wensenk will mail a letter to each candidate thanking the candidate for his or her interest in the position. The thank you letter will be substantially in the form attached hereto as Appendix C.

Step 4 – Screen Applicants

- The committee will initially screen all applicants (and review all application materials). The candidate standards, criteria, and profile attached hereto as Appendix A will be the primary document used in the screening process. The committee will select a maximum of five "preferred candidates" which most closely fit the candidate standards, criteria, and profile.
- The council and committee will meet in executive session to review and discuss the preferred candidates. The committee will be provided an opportunity to discuss the committee's preferred candidates. The council and committee will attempt to identify three finalists for interviews; provided, however, any eligible and qualified applicant-veteran will be interviewed subject to and in accordance with applicable law.
- Regret letters explaining that the candidate is no longer being considered will be mailed throughout the hiring process.

Step 5 – Interviews

- The council and committee will jointly interview the finalists. The council may permit department heads to attend interviews but department heads will not be permitted to participate in the interviews. Consensus is important in selecting the city manager. Consensus