

City Administrator Recruitment Kick-Off Meeting

September 29, 2025

1. Introductions
2. Opening remarks by recruitment consultant Jim Arndt
 - a) Process timeline
 - b) Confidentiality of applicants
 - c) Organization project point person - Maureen and Amanda
3. Review, discuss, and approve proposed recruitment process schedule
4. Identify any potential internal candidates and/or local candidates of interest
5. Identify the most desirable and important characteristics of the City Administrator:
 - a) Most important behavioral traits, attributes & qualities worksheet
 - b) Most important professional skills, talents & competencies worksheet
6. Identify required and preferred experience and education:
 - a) Education – master’s degree preferred, and bachelor’s degree required (public administration, political science, law, business administration)?
 - b) Professional certifications preferred or achieve ICMA-CM?
 - c) Professional experience – Minimum of seven years of management experience?
 - d) Assistant, Department Head, Nontraditional, Military Officer?
 - e) Combination of education and experience?
7. Position Compensation and Benefits:
 - a) Starting salary range – (\$170,000 - \$185,000?)
 - b) Scheduled pay increases? – annually
 - c) Other compensation elements:
 - Vehicle allowance
 - City vehicle
 - Mobile phone
 - Laptop
 - Professional development
 - Vacation leave in the bank
 - Sick leave in the bank

- Holidays
- Personal days
- IMRF Employee contribution paid by city -
- Additional Deferred compensation (457 Plan) –
- Health / Dental / Vision Insurance (dependent coverage) –
- Severance in the event of termination –
- Other fringe benefits –

8. Employment agreement?

- a) Length?
- b) Annual Performance evaluations?

9. Residency Requirement?

10. Relocation assistance?

11. Successful Candidate – must have?

12. Successful Candidate – must avoid?

13. Discuss selection process alternatives:

- a) Selection committee?
- b) Participation of director's (panel)?
- c) Involvement of other stakeholders (panel)?
- d) Tour of the city?
- e) 2nd interview?

14. Discuss and approve advertisement sources:

- a) Preferred advertising venues?
- b) Local advertising requirement?
- c) City website posting?

15. Schedule individual phone calls with Mayor and Council Members

16. Questions, concerns, comments, and suggestions