

Memo

To: Honorable Mayor and City Council
From: Joe Kohlmann, City Administrator
Date: March 26th, 2013
Re: Public Works Superintendent – Schedule Interviews

Staff has met with the Personnel Committee and selected applicants which should be interviewed for the position. The City is anticipating interviewing seven candidates for the position. It is anticipated that each interview would take approximately 30-45 minutes.

If we schedule seven candidates 45 minutes apart, we could begin interviews at 3:00 p.m. and end the interviews at 8:15 p.m. We could schedule interviews anytime next week (April 1st – April 9th or anytime to fit *attached timeline*).

Staff is seeking the City Council's direction on when to schedule interviews and determine who would participate in the interview process.

Council Action Requested:

Consider potential times and format for interviews.

Replacement Timeline

- 1) February 12th – Bring recommendation forward to City Council and allow a job description and advertisement to be placed
- 2) February 13th – Place advertisement
- 3) March 15th – Close position opening to applicants.
- 4) March 15th - 22nd – Review applications – as personnel committee
- 5) March 26th – Select Finalist Recommendations as personnel committee.
- 6) March 27th – 29th – schedule interviews with applicants
- 7) April 1st - 9th – conduct interviews.
- 8) April 9th – 19th – make job offer, confirm acceptance and starting date
- 9) April 23rd – formally hire applicant at City Council Meeting – hopefully applicant can start work on April 24th and work along side Greg for 30 days.
- 10) May 23rd – Anticipated retirement date for Greg