

**City Council
Council Secretary Hiring Procedures
Prepared by Employee Services**

The following procedures as approved and established by the City Council Personnel Committee (Personnel Committee) on _____ shall be followed as it relates to the hiring of the Council Secretary.

1. Personnel Committee Approval Items

The following matters should be approved by the Personnel Committee:

- Job description for the position.
- Confirm the position will be posted externally which would be open to both City employees and non-City employees.
- Determine the length of time the position should be posted (note that the posting is created from the job description) – recommend starting with 2 weeks and if 15 eligible candidates are identified, close the posting, if not keep open another two weeks.
- Determine where to post the position – recommend the Florida League of Cities (no cost), the Florida City and County Management Association (no cost), City social media platforms (no cost), Handshake (no cost, alumni only), and any other recommended professional sites.
- Determine the salary range to be included in the posting (range is \$136,189.74 to \$222,350.52 – recommend posting range of \$150,000 to \$200,000 annually.
- Confirm how Employee Services (ES) should present information to the Personnel Committee.

Recommendation is that if there are 10 or fewer eligible applicants, all information will be provided to the Personnel Committee (cover letter, resume, and application) but if over 10, a matrix will be created by ES.

- The Personnel Committee determines the number of candidates they would like to interview (e.g., “up to “x” or a minimum of “x”).
- Overall search committee process/procedures (see below).

2. Other Personnel Committee Considerations

The following Personnel Committee procedures shall be utilized by the committee in the following order:

- Personnel Committee takes official action to determine who they want to interview based upon resume/application and other candidate information.

- ES conducts reference and social media checks of the candidates selected for interviews.
- Committee moves forward with interviews of selected candidates
 - a. ES coordinates the process (schedules the interviews, develops interview questions for input from the Personnel Committee, etc.)
- Personnel Committee selects top two candidates and ranks them one and two.
- Personnel Committee and ES determine an appropriate amount to offer the selected candidate commensurate with his/her experience and education. If the first choice candidate does not accept the position, the second choice will be offered the job at the same or at a different salary commensurate with his/her experience and education.

3. Communications with Applicants/Candidates

- ES to be responsible for **all** communications between eligible/non-eligible applicants and candidates (e.g., application rejected/accepted, or nominations approved).

4. Miscellaneous/Amendments

- As it relates to the interview questions, etc., ES will work with the Personnel Committee who will have an opportunity to provide input into the questions.
- Discuss veterans' preference considerations.
- Any amendments to the following policy are subject to Personnel Committee approval.
- All meetings must be publicly noticed as normal. ES does not handle the public notices.