

Proposed
RECRUITMENT PLAN
City Attorney

ADVERTISING:

ADVERTISING

- Postings:** City website
All regular City Postings
Affirmative Action Mailing List
- Special:** Iowa Municipal Attorney's Association
The Iowa Lawyer (website and print publication)
Iowa Bar Association website
Iowa League of Cities Cityscape (print publication)
American Bar Association website
International Municipal Attorney's Association
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TIMEFRAMES:

- Doug's last day: December 7, 2012
- Review plan with City Council: December 11, 2012
- Advertising: January 4 – February 15, 2013 or Until Filled
- Review of Applications: Human Resources will determine candidates who meets minimum qualifications
- Decide on phone interviewees: Mid February: Council Search Committee
(Ann Campbell, Matthew Goodman, Jami Larson Campbell, Steve Schainker, Julie Huisman)
- Phone Interviews: Late February: Ann Campbell, Matthew Goodman, Jami Larson, Steve Schainker, Julie Huisman
- Select on-site candidates: Late February: Ann Campbell, Matthew Goodman, Jami Larson, Steve Schainker, Julie Huisman
- On Site Interviews: March 2013 – Process detailed below
- Reference Checks: Human Resources, Ann Campbell, Steve Schainker
- Offer Period: April 1 - 15, 2013
- Target Start Date: May, 2013
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ON-SITE INTERVIEW PROCESS:

Based on review of applications and supplemental questionnaires, the most qualified applicants (5-10) will have phone interviews. After the phone interviews, 3-5 will be invited for on site interviews.

The on-site Interview components will include:

- Closed session oral interview with all current City Council members who choose to participate
- Oral Board Interview with city staff (Julie Huisman, Brian Trower, Diane Voss, Melissa Mundt), Brian Dieter, and a local attorney recommended by Story County Attorney Association
- Public presentation by finalists with opportunity for questions from local attorneys, judges, MGMC administrators, commission members, press members, and other citizens who want to attend
- Lunch meeting with city department heads
- Dinner meeting with Ann Campbell, Matthew Goodman, Jami Larson, and Steve Schainker
- Meeting with Legal Department staff
- City tour (with Legal staff members)
- Psychological assessment
- Written exercise

Following the onsite interviews, references and background checks will be completed. In a closed session, Council members will rank the finalists and subsequently will take action to approve the top candidate in open session. Steve Schainker will then be empowered to negotiate with the candidate. Finally, the City Council will then approve a resolution to hire the new City Attorney.

EDUCATION AND EXPERIENCE REQUIREMENTS:

JD from an accredited law school; admission to practice law in Iowa state and federal courts; experience in legal practice including litigation and negotiation, real estate, commercial and contract law is required. Experience in Iowa municipal and administrative law and management/supervisory experience preferred. Minimum of five years of public sector professional legal experience required.