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AUG 22 2013
City Manager's Office

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Debra Figone

SUBJECT: RECRUITMENT FOR
DIRECTOR OF
PLANNING, BUILDING
AND CODE
ENFORCEMENT

DATE: August 22, 2013

INFORMATION

The purpose of this memo is to inform you that the City Manager's Office is launching the nationwide recruitment for our next leader for the Planning, Building and Code Enforcement Department (PBCE), anticipating the retirement of Joe Horwedel at the end of this calendar year. As part of this effort, we will seek input regarding the important attributes of the next leader in this position, the key challenges and opportunities they'll face, and key factors to ensure the success of the new Director and the PBCE management team.

This memo provides a preliminary direction and scope for this recruitment process.

RECRUITMENT LEADERSHIP

I have asked Economic Development Director and Chief Strategist Kim Walesh and Assistant to the City Manager Lee Wilcox to oversee this recruitment and public outreach process. Our goal is to attract the best-qualified pool of candidates nationally who can meet the position profile, while maintaining a timely and confidential process. The City Manager's Office is currently working with the Human Resources Department to identify an Executive Search firm that meets this recruitment's needs.

STAKEHOLDER OUTREACH PROCESS

This process will engage residents, the business and development community, City workforce, Council offices, Planning Commission, labor and partner agencies. As with other senior management positions, we ask stakeholders what they think are the principal skills, experience, and attributes needed for success in this position, as well as their perspective on the challenges and opportunities for the new PBCE Director. We will also seek input on organizational or other factors to ensure the success of the Director and the PBCE management team.

Community Input Process

Staff will develop a brief online survey where stakeholders can provide input. Responses to the survey, in addition to direct verbal input from the City Council and other stakeholders, will help inform the Position Profile developed by the search firm. The input process will also include public meetings in October and November to enable the business and development community, residents and other stakeholders to give the City feedback on the position profile.

Over the past several years the City has worked closely with the development community to “work at the speed of business” and to continually improve performance and build PBCE capacity. The City’s relationship with the development community is critical, thus staff will ensure appropriate access points for the development community during this process.

Workforce Input Process

As we have with other senior management positions, we will seek input from the PBCE workforce using an online survey and face-to-face meetings with staff. The recruitment will also solicit input from other departments that are vital to development services.

Preliminary Timeline

TASK	SCHEDULE
Communication with Councilmembers	August – September
Stakeholder and Employee Meetings	September – November
Launch Nationwide Recruitment Campaign	November
Council Consideration of Position Policy Statement/Questions	December
Initial Screening and Review Presentation of Candidates	December
Panel Interviews with Candidates	January 2014
Council Ratification	February 2014

CONCLUSION

This recruitment and appointment of a new PBCE Director is a high priority. We thank Joe for this tremendous service and appreciate his willingness to be engaged during this transition.


DEBRA FIGONE
City Manager

For questions please contact Lee Wilcox, Assistant to the City Manager, at 408-535-8172.