



## Agenda Item Summary

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**File #:** ID 21-315, **Version:** 1

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### **Submitted By**

Kira Tchang, Assistant Village Manager/HR Director

### **Agenda Item Title**

**A Motion to Approve the Position Announcement for the Village Manager Search**

### **Overview**

GovHR has developed a position announcement for the Village Manager Search based on stakeholder feedback that included interviews with the Village President, Village Trustees, and Department Directors, meetings held with members of the business community, social service, non-profit and religious organizations, chairs of Village commissions, governmental partners, and the community at large (in person and remote), and surveys that included both community-wide and employee-specific feedback.

GovHR is seeking feedback and approval of the overall position announcement and attached ad source list, and would like to discuss any residency requirements with the Personnel Committee.

### **Anticipated Future Actions/Commitments**

The Personnel Committee shall review and approve a Recruitment Brochure

The Personnel Committee shall receive a recruitment report and shortlist top candidates.

The Personnel Committee shall conduct first round interviews with shortlisted candidates.

The Village Board shall reduce candidate pool to 2-3 finalists.

Second round candidates shall meet with the Village Board.

The Village Board shall appoint the Village Manager.

### **Report**

GovHR has developed a position announcement for the Village Manager Search based on stakeholder feedback that included interviews with the Village President, Village Trustees, and Department Directors, meetings held with members of the business community, social service, non-profit and religious organizations, chairs of Village commissions, governmental partners, and the community at large (in person and remote), and surveys that included both community-wide and employee-specific feedback.

GovHR is seeking feedback and approval of the overall position announcement and attached ad source list, and would like to discuss any residency requirements with the Personnel Committee.

### **Alternatives**

Additional information can be requested.