

Polson City Manager Selection Process

- Step 1: Advertise in selected Montana papers and the Spokesman Review as well as national, regional and state websites including the ICMA monthly bulletin for the Polson city manager position opening.
- Step 2: Seven (7) citizens, at large, from Polson selected as City Manager Selection Committee (Selection Committee) members by city commission with two alternate citizens committee members who would serve selected if any primary selection committee member is not able to complete his / her assigned responsibilities for any reason.
- Step 3: Selection Committee members (primary and alternate) have given training as to their responsibilities, the minimum qualifications of Polson city manager, the time line for the selection process and how to complete all required evaluation forms. (This training is to be conducted by a past selection committee chair person and / or the city clerk or any other past committee participant designated by the city commission and who is familiar with and understands the selection process steps and timeline). At this time a commitment is needed from all primary committee members to complete their assigned responsibilities. If any are not able to do so then an alternate replaces the committee members and the primary member becomes an alternate. At this time a chair person is also selected by the committee members to take charge of the selection process going forward, tabulating information obtained for all applicants and provides all committee scheduling requirements. This chair person is also responsible to report progress to city commissioners and mayor throughout the selection process. Chairperson is also responsible to ensure distribution of all forms needed by the committee members during each step of the process.
- Step 4: At the completion of advertising period each committee member receives a copy of each applicants resume and enough 1st evaluation forms to complete evaluations on each applicant and rank their top 7 candidates based on point values on evaluation form.
- Step 5: Selection Committee meeting to compare individual committee members top 7 rankings and select a committee recommendation of overall top 7 candidates.
- Step 6: Telephone reference request information requirements with release forms sent to top 7 overall applicants and letters sent to all applicants not selected to release them from consideration. A minimum of 5 phone reference checks per applicant will be needed.
- Step 7: Phone reference check forms, names of phone references to contact are to be divided equally by the chair person and distributed to selection committee members to complete all phone reference calls and the 2nd evaluation form for each assigned phone reference call and rank their top three applicants.
- Step 8: Selection Committee to meet, review all reference check information, individual committee top three applicant ratings (no ranking order) reviewed by committee members and then the committee votes to select the overall top three committee recommendations for interview by the city commission. Two alternate applicants should also be selected in case one of top three finalists withdraws or is not able to make interview schedule.

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- Step 9: Committee chair person works with city commission to establish an agreeable interview date and then contacts top three candidates to set up interview times, coordinate all activities for finalists to participate in while in Polson and to meet other city officials, tribe, school district, etc. while attempting to give applicants an overall introduction to Polson. The chair person also coordinates the public open house activities to be scheduled following interviews by the city council. Any of these activities can be delegated to committee members by chair person as needed.
- Step 10: City Commissioners interview the top three finalists (no ranking order given by selection committee). Immediately following all interviews the commissioners meet to review each finalist's qualifications based on education and experience to determine an appropriate salary level for each finalist. The mayor then reviews with each finalist what would be the expected salary range the city would be willing to offer that finalist, if selected as city manager, based on their educational background and experience. Finalists are given a "binding form" to the job with instructions to fax a signed copy of this form to the city offices within 48 hours following the interviews communicating an interest to proceed and accept the compensation package offered; if selected by the city commission to fill the city manager job. Any form not received within the 48 hour window will be assumed as no longer interested. The burden of ensuring the faxed "binding form" was received in a timely manner by the city rests with the finalist. The city attorney will draw up a legal binding form to serve this purpose.
- Step 11: The city commission establishes a standard list of questions to be asked of each finalist to ensure consistency of questions for each finalist. Additional follow up questions can be asked by council members during the interviews to ensure understanding of any response by a finalist.
- Step 12: In addition to signing the binding sheet as noted above in step each finalist must agree to and sign a consent form for the city of Polson to conduct a comprehensive background check following city commissioner's interview. The city attorney would provide this legal document. Recognizing that the office of City Manager involves a public trust, an offer will be conditioned on a satisfactory criminal, financial, and general background check.
- Step 13: The city council formally selects the successful finalist at the first city commission meeting following receipt of the satisfactory background check of the selected finalist.
- Step 14: A standard city manager contract with agreed upon start date is sent out to be signed by selected new city manager and returned to the city offices attention of the mayor.