



Permanent City Manager Recruitment

City of Tacoma | Human Resources

OSAC CM Recruitment Planning

July 11, 2025





OBJECTIVE



- To develop and steward a fair, transparent, and inclusive process resulting in the selection of Tacoma's next permanent City Manager, aligning the process with Council values, community priorities, and organizational needs.



Recruitment Timeline



04/13/25 05/23/25 07/02/25 08/11/25 09/20/25 10/30/25 12/09/25 01/18/26 02/27/26 04/08/26 05/18/26 06/27/26

Phase 1: Preparation

93

Phase 2: Build Candidate Pipeline

56

Phase 3: Candidate Screening

42

Phase 4: Candidate Selection and Start

79

3



PHASE 1: Preparation (2-3 months)



- HR presents preliminary recruitment plan
- Develop detailed recruitment plan for OSAC approval
 - Detailed timeline, interview plans, community engagement, decision points, budget
- HR researches and selects Executive Recruiting Firm (ERF)
- OSAC introduction to ERF
- HR engages with ERF to secure contract for services
- HR engages in planning with ERF



PHASE 2: Build Candidate Pipeline (2 months)



- Build communications plan with CMO Communications team
- ERF launches recruitment campaign and job announcements
- ERF screens (interviews and reference checks) first group of candidates
- Exec Session: ERF presents recommended candidates to Council/OSAC
- Council/OSAC selects candidates to move to interviews



PHASE 3: Candidate Screening (1.5 months)



- Round 1 virtual interviews, narrow the pool of candidates - December 2025
- Round 2 in-person interviews, narrow the pool of candidates – January 2026
- Community Event 1: virtual – January 2026
- Community Event 2: in-person – January 2026



PHASE 4: Candidate Selection (2-3 months)



- Motion(s) to recommend candidate(s)
- Council authorizes contract negotiation with finalist
- Extend contingent offer, negotiate terms
- Background check
- Council Confirmation
- Public Announcements



Key Decisions



1. What is the target appointment date?
 - *Recommending Feb - Mar 2026*
2. What is the budget for this recruitment?
 - *Recommending \$70,000-\$75,000 (\$10,000-\$15,000* candidate expenses, \$10,000 in-person interview costs, \$50,000 ERF.) *Expenses could vary if interviews are in-person and candidate airfare, food, lodging is involved.*
3. *What are the ideal attributes, top 3 priorities of the next City Manager?*
 - *Recommending competency card sort, Class Spec and PDF review sessions with OSAC.*



Key Decisions



4. Who is involved in screening, interviewing, and recommending finalists?
 - *Recommending a combination of ERF, OSAC, executive staff, unions, community partners and stakeholders, and standing committee members.*
5. How will we gather input from Council, staff, community?
 - *Recommend we use some as interview panelists, hold community events, and use survey tools.*



Next Steps



- Key Decisions today:
 - Agreement to research and recommend ERF
 - Budget approval (\$70-\$75k)
 - When you want to see first round of candidates
 - When you want the new City Manager to begin employment
 - Key decisions and engagement points for OSAC/Council
- Follow up at Future OSAC Meetings:
 - Complete competency card sort
 - Review the Classification Specification
 - Review the Position Description Form
 - Draft ideal candidate profile
 - Identify interview panelists
 - Determine community engagement plan
 - Review and approve the detailed¹⁶ recruitment plan