

Permanent City Manager Recruitment

City of Tacoma | Human Resources

OSAC CM Recruitment Planning July 11, 2025





 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

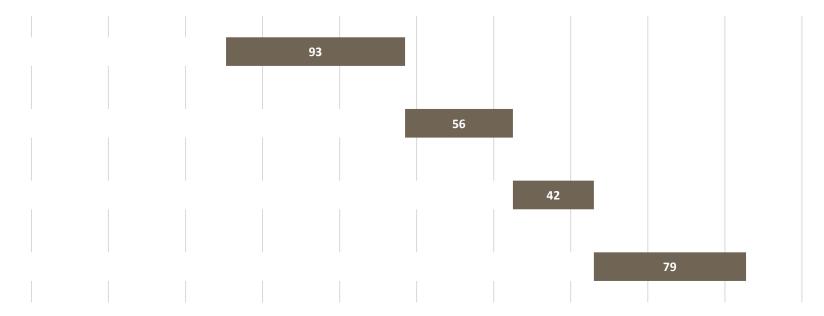


Phase 2: Build Candidate Pipeline

Phase 3: Candidate Screening

Phase 4: Candidate Selection and

Start



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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





- 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.





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 detailed recruitment plan