



City Manager
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TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: July 13, 2022

RE: **Status of Recruitment Efforts for Vacant Department Head/Division Manager Positions**

At its meeting of October 21, 2021, the City Council gave direction to staff to prepare a regular Manager's Report on the status of recruitment efforts for vacant department head and division manager positions.

Below for City Council consideration is a summary of the recruitment efforts for the four management level positions currently vacant within General Government and Ketchikan Public Utilities as of July 13, 2022.

City Manager/KPU General Manager:

- Position vacated: August 31, 2021, retirement
- Date advertisement began: nationally April 12, 2022; closed May 11, 2022
- Applications received: 39
- Candidates interviewed: recruiter conducted preliminary interviews with 15 semi-finalist candidates; City Council will conduct interviews with 4 finalist candidates on July 16, 2022.
- Status: Contract No. 21-19 with Strategic Government Resources, Inc. (SGR) approved by the City Council on January 20, 2022 for recruitment services. At its June 21, 2022 special meeting, the City Council selected 5 finalist candidates which were extended invitations to visit Ketchikan for in-person interviews. Four finalist candidates will be publicly interviewed at the special City Council meeting of July 16, 2022; final selection remains to be determined.

KPU Electric Division Manager:

- Position vacated: January 3, 2022, retirement
- Date advertisement began: in-house and nationally November 16, 2021
- Applications received to-date: 1 in-house; 2 local; 3 in-state; 16* national (*one national candidate withdrew from consideration)
- Candidates interviewed: 4
- Status: Negotiations concluded; candidates no longer under consideration. Receiving proposals from recruitment firms for assistance.

Information Technology Director:

- Position vacated: July 1, 2022, retirement
- Date advertisement began: N/A
- Applications received to-date: N/A
- Candidates interviewed: N/A
- Status: Position to be advertised in-house beginning July 18, 2022

KPU Telecommunications Division Manager:

- Position vacated: scheduled for August 23 , 2022, retirement
- Date advertisement began: N/A
- Applications received to-date: N/A
- Candidates interviewed: N/A
- Status: Position to be advertised in-house beginning July 18, 2022

Should City Councilmembers have any questions and/or concerns with the above information, staff can respond accordingly.