

Juno Beach - Possible City Manager Search Schedule

9/13/2024

Phase I: Needs Assessment / Information Gathering

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| September 18, 2024 | CB&A begins Zoom meetings with the City Officials to understand the environment and the job and its challenges. |
| September 22, 2024 | CB&A submits the draft of the full recruitment profile to the City for its review. |
| September 26, 2024 | City provides comments on the recruitment profile. |

Phase II: Recruiting

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| September 27, 2024 | CB&A posts the full recruitment profile on its website and submits it to the appropriate publications. It is also e-mailed to over 13,400 local government professionals. |
| October 18, 2024 | Closing date for submission of applications. |
| October 23, 2024 | CB&A reports on the results of the recruitment. |

Phase III: Screening, Reference Checks and Credential Verification

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| November 14, 2024 | CB&A forwards its candidate report and materials to the City. These will include the candidates' resumes, their introductions, and the results of our reference, background, Internet/newspaper archives and social media checks. |
| November 20, 2024 | City conducts a special meeting and selects finalists for interviews. |

Phase IV: Interview Process Coordination and City Manager Selection

Staff Rec

12/03/24

12/04/24

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| December 5, 2024 | City holds reception for the finalists. |
| December 6, 2024 | One-on-one and full City Council Interviews and possible selection. |
| December 10, 2024 | Council makes a selection at a special meeting if not already completed. |
| Council Meeting on 11th | |

Phase V: Negotiation, Warranty & Continuing Assistance

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| Post-Selection: | CB&A works with City representatives and the selected candidate on an employment agreement. |
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