

Timeline for Execution

The desired completion for this search is currently set for June 2025.

Please keep in mind that the key search dates outlined below are approximate and are subject to change due to the interview schedule and candidate(s) availability.

Better/Best Training Model: is an inclusive and strategic approach to executive search recruitment that emphasizes understanding candidates' skills, abilities, and experiences, focusing on their alignment with organizational goals rather than traditional "fit" evaluations. Managed by a Motus representative, the model creates a welcoming, equitable interview environment that minimizes performative biases and encourages authentic engagement. This method enhances the candidate and interviewer experience by prioritizing the potential and strengths of candidates, ensuring an inclusive and fair hiring process aimed at identifying who will best succeed in the role.

RECRUITMENT PROCESS TIMELINE

BETTER/BEST DISCOVERY

- Introduction & Process Overview
Week of January 7
- Listening Sessions
(Selection Committee, Key stakeholders, Mayor, City Council)
Weeks of January 14, 21, 28

BETTER/BEST CANDIDATE SEARCH

- Job positing & Recruitment
(Direct-Sourcing, Pre-Screens & Applicant Response)
Weeks of February 4 through March 11
- Check-in & Calibration Meeting
Week of February 18
- Presentation of Top Candidates
Week of March 18

BETTER/BEST INTERVIEWS

- Better/Best Training for Interview Panels
Week of March 11
- Round 1 Panel Interviews
Week of March 25, April 1
- Round 2 Panel Interviews
Week of April 8
- Round 3 Meet & Greet (in-person)
Weeks of April 15, 22

BETTER/BEST SELECTION & HIRING

- Candidate Selection and Offer
(Chosen/Proposed by the Mayor with confirmation from the City Council)
Week of April 29, May 5

New City Administrator starts work June 2025!

Recruitment Strategy: By focusing on these elements, Motus ensures that the City of Portland attracts and selects a City Administrator who is not only qualified but also aligned with the city's mission and prepared to lead the city through its next period of growth and transformation.

A **recruitment strategy** for the **City Administrator** role, managed by **Motus**, an executive search firm, involves a structured approach designed to attract and hire the most qualified candidate who aligns with the city's goals and values. This strategy ensures a comprehensive, inclusive, and effective process tailored specifically for the City Administrator role.

1. Workforce Planning:

- Motus will collaborate with city leaders to analyze current city operations, challenges, and future growth needs to define the required qualifications and skills for the City Administrator role.

2. Employer Branding:

- Motus will develop a compelling message that highlights the City of Portland's mission, values, and the impact of the City Administrator's role in shaping the city's future. This message will be communicated through the job description and job announcement, telling a story that emphasizes the significance of the position and the opportunity for candidates to contribute to meaningful public service. This storytelling approach aims to attract candidates who are passionate about driving positive change and effectively leading city operations.

3. Sourcing Candidates:

- Leveraging Motus's extensive network and executive search expertise, Motus will source candidates through professional networks, municipal associations, targeted outreach, job boards, and social media platforms.
- A proactive approach will also be taken to engage passive candidates who may not be actively seeking new roles but possess the necessary experience and skills.

4. Talent Pipeline Development:

- Motus will actively source and cultivate a diverse pool of qualified candidates who not only meet the specific requirements for the City Administrator role but also bring a wide range of backgrounds, perspectives, and expertise. By leveraging their extensive network, partnerships with professional organizations, and targeted outreach strategies, Motus ensures that the candidate pool includes individuals from various demographic and professional backgrounds. This approach not only identifies strong candidates for the immediate role but also creates a talent pipeline for future senior positions within city management, ensuring long-term organizational diversity and sustainability.

5. Selection Process:

- Motus will establish clear criteria for evaluating candidates, focusing on leadership, strategic planning, budget management, and operational expertise. Motus will facilitate structured, inclusive interviews that mitigate bias and ensure a holistic understanding of each candidate's capabilities.
- The process will include multiple interview rounds, including in-depth evaluations, candidate presentations, and engagement with key stakeholders.

6. Diversity and Inclusion:

- Motus will prioritize inclusivity in its search strategy, ensuring that recruitment practices attract diverse candidates and that all candidates receive equal opportunities throughout the hiring process.

7. Reporting and Rubric:

- Motus will provide the City of Portland with detailed, periodic updates throughout the recruitment process, including reports on the candidate pool status, progress in sourcing and engaging with potential candidates, and summaries of interview outcomes and evaluations. Regular check-ins will ensure transparency, allowing city leaders to track progress, make adjustments, and provide input as needed.
- Motus will develop a structured evaluation rubric to objectively and consistently assess candidates using criteria from the job description, job announcement, and insights from the listening sessions conducted.