

# City Administrator Recruitment Schedule

*All dates are in 2026. Dates are approximate and subject to change.*

## **Phase 1 – Recruitment**

- July 6 – Council approves salary range
- July 10 – Recruitment opens
- August 9 – Application deadline

## **Phase 2 – Candidate Evaluation**

- August 17 – 21 – Application review
- August 24 – 28 – Preliminary references
- August 31 – September 4 – First-round interviews

## **Phase 3 – Final Selection**

- September 8 – 11 – Comprehensive references
- September 16 – Community visit
- September 17 – Final interviews
- September 18 – 25 – Employment negotiations and pre-employment requirements
- October 5 – Employment Agreement considered by the City Council

## **Phase 4 – Transition**

- October 6–30 – Notice and transition period
- November 2 – Anticipated start date for the City Administrator/Port Authority Director