

## **City Attorney Recruitment Process Outline<sup>1</sup>**

### **I. Develop Candidate Recruitment Criteria**

- A. The Human Resources Department will develop the Candidate Recruitment Criteria which will include a profile of the professional qualities and minimum education and experience desired for the City Attorney position.
- B. The suggested minimum experience requirement is 5 years serving as a City/County Attorney or Assistant City/County Attorney in the State of Florida. Candidates must be members of the Florida Bar in good standing.
- C. The suggested compensation (salary and benefits) is to be highly competitive and negotiable, depending on experience and qualifications of the successful candidate.

### **II. Develop Recruitment Brochure**

- A. The Recruitment Brochure will provide guidance for the entire search process to interested candidates.
- B. The Recruitment Brochure will include information on the following:
  1. General Introduction to the Coral Gables Community
  2. The Coral Gables Government Structure
  3. City Attorney Position Profile
  4. Current City of Coral Gables Issues
  5. The Selection Process & Compensation

### **III. Outreach and Recruitment**

- A. The Human Resources Department will develop an advertisement incorporating the Candidate Recruitment Criteria and the Recruitment Brochure.
- B. The advertisement will be placed in professional publications (including but not limited to Daily Business Review, The Florida Bar News, Florida League of Cities, etc.)
- C. The advertisement and full text of the Recruitment Brochure will be placed on the City of Coral Gables' web site.
- D. The advertisement will indicate that the position will remain open until filled and identify a beginning date for screening of candidates.

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<sup>1</sup> The City Commission may desire to simultaneously, as part of this recruitment process, issue a Request for Qualifications to firms specializing in the representation of local governments and providing City Attorney Services, in order for the City Commission to have all options available to them up until the time of making a decision.

#### **IV. The Selection Process**

##### **A. Preliminary Screening**

1. The Human Resources Department will acknowledge to all applicants receipt of their resume.
2. The Human Resources Department will review all resumes to determine if minimum qualifications are met and categorize them into 3 groups:
  - (a) A Top Group of candidates recommended for interviews.
  - (b) A Secondary Group to the Top Group of candidates.
  - (c) All other candidates meeting the minimum requirements.
3. The 3 groups of candidates will be forwarded to the City Commission for review and consideration.

##### **B. Interviews**

1. Preliminary Interview – It is suggested that the members of the City Commission individually interview candidates in a one-on-one setting.
2. Group Interviews – The City Commission to hold group interviews.

#### **V. Background Verification and Reference Review**

Background verification and reference review will be conducted on the final candidate(s) selected by the City Commission to learn more about their experience and past performance.

#### **VI. Select Candidate**

The City Commission shall select the City Attorney from the candidate(s) under consideration.

#### **VII. Negotiation with the Selected Candidate**

- A. The Human Resources Department will survey other municipal agencies to obtain compensation information to assist the City Commission in their deliberations.
- B. The actual compensation negotiation process is to be determined at a later date.