



RESOLUTION
(42 - 2021)

**A RESOLUTION OF THE FAIRVIEW CITY COUNCIL ADOPTING THE
STANDARDS, CRITERIA AND POLICY DIRECTIVES TO BE USED IN HIRING A
CITY ADMINISTRATOR**

WHEREAS, recruitment consultant, Jensen Strategies, LLC, gathered input through one-on-one interviews, staff and community surveys, and a public input session, which was used to prepare a draft position profile for the recruitment of the City Administrator; and

WHEREAS, the Fairview City Council held a work session on October 6, 2021 to review the draft position profile and hiring procedures to develop the final versions of each to be considered for adoption; and

WHEREAS, the purpose of the position profile is to outline the criteria that will be used in reviewing City Administrator candidates in addition to the desired knowledge, skills, and abilities being sought; and

WHEREAS, Council established the salary range for the recruitment of the City Administrator position to be \$135,000 to \$160,000.

**NOW, THEREFORE, BE IT RESOLVED BY THE FAIRVIEW CITY COUNCIL AS
FOLLOWS:**

Section 1 The Fairview City Council hereby adopts the Position Profile and Hiring Procedures for the City Administrator attached hereto as Exhibit A.

Section 2 This resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Fairview, this 13th day of October, 2021.

Mayor, City of Fairview
Brian Cooper

ATTEST

City Recorder, City of Fairview
Devree Leymaster

10-18-2021
Date