



# WILDWOOD

To: Administration & Public Works Committee  
City Administrator Steve Cross

From: Joe Garritano, Administration & Public Work Committee Chair

Date: August 6, 2022

Re: City Administrator Search

THIS IS A DRAFT – WORK IN PROGRESS

#### Purpose:

- The current City Administrator has announced his intent to retire.
- The Administration & Public Works Committee will be responsible for the search process to identify and hire a new City Administrator.

#### Stakeholders:

- Citizens of Wildwood
- Mayor and City Council
- City Staff Members

#### Scope:

- Review and finalize job description
- Review and finalize contract
- Advertise position
- Screening of applications
- Interviews of qualified applicants
- Selection
- Offer
- Contract & Hiring
- Onboarding

#### Timeline (Detailed timeline on last page):

- Planning: September 2022
- Execution: October 2022 - TBD
- Closure: TBD

#### Constraints:

- None identified at this time.

Issues:

- None identified at this time.

ID #	Title / Description	Status	Date Added	Target Resolution Date	Severity	Owner	Updates

Risks:

ID #	Title/Description	Status	Date Added	Probability	Impact	Owner	Updates
R-1	Availability of qualified candidates due to eligibility criteria and low unemployment rate		9/1/22				
R-2							

Dependencies:

- Engaged Administration and Public Works Committee
- Current City Administrator to assist with selection and onboarding
- Market based position description and salary range
- Selection methodology (weighted scoring, etc.)

Open Questions: (This is not an exhaustive list.)

- Advertisement options and timeframe
- Agreement on job description, contract, and salary ranges

Success Criteria:

- Plan executes per schedule.
- Resources are provided as needed.
- Key stakeholders are supportive and remain engaged throughout the duration of the project.
- An extensive number of applications for consideration.
- Successful offer and acceptance
- Successful completion of onboarding