



Memorandum

TO: Vail Town Council

FROM: Krista Miller, Human Resources/Risk Mgmt Director

DATE: June 18, 2019

SUBJECT: Town Manager Recruitment & Selection Update

I. PURPOSE

This memo provides a status update and proposed schedule for the recruitment and selection to fill Vail's Town Manager vacancy.

II. UPDATE

A final draft of the position profile is in the works and will be distributed soon.

The proposed schedule for the interview process after considering all the Council schedule submissions.

Proposed Vail, CO Town Manager Recruitment Timeline - Key Dates	
Position profile brochure is finalized	6/13/2019
Job Posted/Ads Placed	6/14/2019
Deadline for first review of Applications	7/23/2019
SGR meets with Town Council to review Applicant pool / selection of Semifinalists	7/31/2019
SGR meets with Town Council to review Semifinalists and facilitate selection of Finalists	8/19 or 20/2019
On-Site Interview Start Date*	September 16 to 17, 2019
*Non-Local Candidates arrive afternoon/evening preceding 1st day of interviews	

III. NEXT STEPS

Outreach to potential candidates has already begun and formal advertisements for the position are being placed. Members of the Town Council are encouraged to reach out to Doug with additional questions.