



Human Resources Department

DATE: February 27, 2024

FROM: Leanne Schmidt, Human Resources Director

ITEM: Assistant City Administrator Recruiting

REQUEST:

Provide direction for recruiting to fill the vacant Assistant City Administrator position.

BACKGROUND INFORMATION:

Jason Tomanek was selected as the City Administrator on February 15, 202402/15/2024. Typically, the process for filling appointed and director-level positions involves a competitive process coordinated by the Human Resources Department Director and staff. Based on discussions between the Mayor and Jason, we'd like to move forward with recruiting internally to city employees to fill the position. The process would include the accomplishments survey, the General Management In Box exercise, and interviews with the city commission.

RECOMMENDED CITY COMMISSION ACTION:

Provide approval to recruit internally for Assistant City Administrator.

STAFF CONTACT INFORMATION:

Leanne Schmidt, Human Resources Director, 701-355-1332, lschmidt@bismarcknd.gov

ATTACHMENTS:

None