

AGENDA
Town Council Special Meeting
February 23, 2023
7:00 PM
Town Hall Annex

1. Call To Order, Roll Call
2. Pledge Of Allegiance:
3. Executive Session (E)
Input to executive search firm from Town Council members regarding Town Manager
Executive Recruitment

Documents:

[FOR DEPARTMENT HEADS AND COUNCIL MEMBERS.PDF](#)

4. Adjournment

(E) - denotes enclosures

For Department Heads and Council Members

The Town of Coventry has hired Randi Frank Consulting, LLC to assist with the Town Manager Executive Search. The Town Council are requesting input from all Stakeholders including the Council, Department Heads, employees, and citizens who wish to participate. Listed below are some questions to help you frame your thoughts about what you think is important for the next Coventry Town Manager

- What are the current challenges and opportunities that currently face the Town of Coventry (services, programs, issues, problems, funding, etc.)?
- What are the future issues facing the Town Manager from your perspective? Or what are some of the future projects that the new Town Manager will need to address in the future (next 2-5 years)?
- What do you feel are the important professional qualifications or personal/professional characteristics for the next Town Manager?
- Anything else that the next Town Manager should know about the Town of Coventry to be successful. What else are you looking for in the next Town Manager?
- As part of the recruitment process the consultants need to describe and sell the Town of Coventry – so what are the great things we should tell candidates about the Town and region.
- Do you know of any potential candidates or people who will know others we can contact that may be good candidates?

The executive search process highlights will include:

- Input from stakeholders about what they want in their next Town Manager
- Development of profile to reflect what was said by the stakeholders – including information about the community, region, position, challenges & opportunities and characteristics of the ideal candidate
- Advertising and recruitment plus outreach to candidates
- Screening of candidates that meet the minimum qualifications
- Interviews by the Town Council

Additional Questions for Department Heads – Tell us about the details of your operations so we can explain them to the candidates who always ask. We will ask some details about your department

Additional Question for Council Members – What have you liked or didn't like about past Town Manager's that will help us understand what you are looking for in your next Town Manager?

You may email the consultant with your comments (randi@randifrank.com).