



City of Canby

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January 11, 2019

The City of Canby is accepting quotes/proposals for Consultant Services for Recruitment of a City Administrator

Proposals Due: No later than 2:00 pm on Thursday, January 31, 2019

Attn: Amanda Zeiber, Assistant City Administrator
Mail: City of Canby * PO Box 930 * Canby, OR 97013
Physical: 222 NE 2nd Ave., Canby OR 97013
Email: zeibera@canbyoregon.gov

- Electronic submissions will be accepted.
- Proposers should submit one (1) original and seven (7) copies if responding in paper format.

Purpose: The City of Canby / Canby City Council is seeking the services of a consultant for the purposes of recruiting a City Administrator.

Background: The current City Administrator is retiring October 2019. The City wishes to recruit a new City Administrator to start in September or early October 2019.

Scope of Work: The project consists of onsite meetings, project review and schedule, position profile development, recruitment and advertising, screening of executive candidates, facilitated interview and evaluation processes, and facilitated discussions with the City Council for selection and negotiation assistance.

Inquiries or questions can be directed to Amanda Zeiber, Assistant City Administrator by email at zeibera@canbyoregon.gov or by phone at (503) 266-0635.