

*"A Historic Past"*



*"A Bright Future"*

**CITY OF DELAWARE CITY**

407 Clinton Street - P.O. Box 4159  
Delaware City, Delaware 19706  
302-834-4573

**Resolution 18-1217-03  
to Authorize the City Solicitor's Office  
to Advertise, Disseminate,  
and Collect Information for the City Manager Vacancy**

Whereas, the current City Manager has submitted her resignation, effective December 19, 2018; and

Whereas, the City desires to fill the City Manager vacancy as promptly as possible;

Whereas, approximately two years ago, the then acting City Manager Search Committee created a City Manager job description, advertised the vacancy in several publications (including, but not limited to, the News Journal, the Delaware State News, with the Institute of Public Administration, the Delaware League of

Local Governments, and various City Manager associations), and established a protocol whereby the City Solicitor's office gathered and distributed resumes of applicants for the Committee.

Whereas, to expedite the City Manager search process, the Council desires to authorize the City Solicitor to advertise the City Manager search position in the same manner that occurred in the 2017 search.

NOW THEREFORE, BE IT RESOLVED THAT:

1. As promptly as practical, the City Solicitor's office shall advertise the City Manager vacancy in the same manner that such vacancy was advertised in 2017. The Solicitor's office is required to close the application period for submission of resumes within thirty (30) days of the initial posting.

2. The City Manager job description shall be altered so that five years' experience is preferred but not required.

3. The City Solicitor's office shall gather all resumes on behalf of the City Manager Search Committee, and shall submit all resumes received to the Committee for its deliberation.

4. The Solicitor shall otherwise provide legal assistance to the City Manager Search Committee as necessary.

This resolution is passed on this seventeenth day of December, 2018 by the City Council of the City of Delaware City.

This resolution is passed on this seventeenth day of December, 2018 by the  
City Council of the City of Delaware City.

ATTEST:

  
City Secretary

  
Mayor


APPROVED AS TO FORM:

  
Council Member

  
City Solicitor

  
Council Member

  
Council Member

  
Council Member

  
Council Member