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# **City Attorney Search Process and Timeline Overview**

City of Grand Rapids, Michigan



- Introduction
- Key phases of the recruitment process
- Candidate profile development
- Overview of search approach: Outreach, Recruiting, Selection
- Recruitment Timeline
- Next Steps

# City Attorney Search – Key Phases

## Candidate Profile Development

*Define role and  
competencies*

## Outreach and Recruiting

*Attract and assess  
candidates*

## Selection Process

*Evaluate finalists & appoint*



# Candidate Profile Development

- Purpose
- Why this appointment matters
- Who we meet with?
  - The City Commission, key City Staff, Clients, Law dept staff, community groups and other key stakeholders
- What you'll be asked to do after today
- Deliverable: candidate profile/brochure

**December 2025**



# Outreach and Recruiting

- Goal: generate a diverse, highly qualified pool of candidates
- Activities
  - Active outreach and candidate confidentiality.
  - Media and public record reviews
- City Commission's role

**Jan-Feb 2026**



# Selection

- Design thoughtful interview/selection process
- On-site facilitated interviews
- Full City Commission involvement
- Final vetting
- Negotiations
- Appointment: April 2026

**March-April 2026**



# Recruitment Timeline

<b>1: Project Management</b> <ul style="list-style-type: none"> <li>Development of recruitment timeline</li> </ul>	November 25, 2025
<b>2: Candidate Profile Development</b> <ul style="list-style-type: none"> <li>Kickoff Meeting with CM/HR leadership 11/25</li> <li>Kickoff Meeting with full City Commission 12/2</li> <li>One-on-one meetings with Commissioners</li> <li>Stakeholder meetings</li> </ul>	Recruitment Opens Monday December 29, 2025
<b>3: Outreach and Recruiting   Community/Stakeholder Engagement</b> <ul style="list-style-type: none"> <li>Advertisements placed</li> <li>Outreach and recruiting to networked candidates</li> <li>Candidate research and identification</li> <li>Outreach and recruiting to researched candidates</li> </ul>	Recruitment Closes Monday February 16, 2026
<b>4: Candidate Screening and Evaluation</b> <ul style="list-style-type: none"> <li>Consultant screening interviews on top candidates</li> <li>Coordinate loss of confidentiality with top candidates</li> <li>Internet/news article/social media reviews of top candidates</li> </ul>	Friday, February 27, 2026
<b>5: Presentation of Candidates</b> <ul style="list-style-type: none"> <li>Meeting to review candidates and select interview group with City Commission</li> </ul>	Week of March 2, 2026
<b>6: Selection Process</b> <ul style="list-style-type: none"> <li>On-site interviews – Process TBD</li> </ul>	Week of March 16 or March 23, 2026
<b>7: Background and Final Qualification</b> <ul style="list-style-type: none"> <li>Background investigation and thorough reference checks for finalist candidate</li> </ul>	Week of March 30, 2026
<b>8: Negotiation</b>	Week of April 6, 2026
<b>9: Closeout Communications</b>	Concurrent
<b>Final City Commission Appointment</b>	April 21, 2026



## Next Steps

- **December 2025:**
  - Consultant engages with all identified stakeholders, which includes the City Commission (Finalized list and contact information will be provided by the City)





**Questions?**