



RECRUITMENT AND SELECTION OF ASSISTANT CITY MANAGER

RS-23-163

October 3, 2023

Background

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- Assistant City Manager vacancy
 - ▣ May 23, 2023
- The recruitment and selection process
 - ▣ Strategic Government
 - Eighty-eight (88) total candidates
 - Twelve (12) semi-finalists were invited to complete a video interview
 - Five (5) finalists interviewed in-person on September 8th

Candidate Information

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- ❑ The City Manager selected Ms. Laurie Wilson as the City of Killeen's Assistant City Manager.
- ❑ Eleven (11) years of municipal experience, beginning in 2012
- ❑ Started her career in Parks & Recreation as an Administrative Intern with the City of Carrollton
- ❑ In 2013 she promoted to Marketing Coordinator for the City of Carrollton
- ❑ In 2015 she promoted to Administrative Services Manager/City Secretary for the City of Carrollton
- ❑ 2017 – present-day, serving as the Administrative Services Director overseeing Solid Waste, Utility Billing, Municipal Court, Call Center, and City Secretary's office, for the City of Carrollton

Candidate Information

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- ❑ Bachelor of Arts & Sciences, in Political Science and a Minor in Public Administration from the University of North Texas
- ❑ Some Professional Certifications include:
 - ▣ Certified Public Manager Certification, Texas State University
 - ▣ Leadership Metrocrest Graduate
 - ▣ Texas Registered Municipal Clerk and Certified Municipal Clerk
- ❑ Some Professional Affiliations Include:
 - ▣ Urban Management Assistants of North Texas
 - ▣ North Texas City Managers Association
 - ▣ North Texas Municipal Clerks Association
- ❑ Ms. Wilson is also highly involved in her community

Alternatives

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- ❑ To not approve the City Manager's selection of Ms. Laurie Wilson as the City of Killeen's Assistant City Manager.
- ❑ To approve the City Manager's selection Ms. Laurie Wilson as the City of Killeen's Assistant City Manager.

Staff Recommendation

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- Staff recommends approving the City Manager's selection of Ms. Laurie Wilson as the City of Killeen's Assistant City Manager.

