

# City Manager Recruitment Process

Human Resources

February 5, 2013

# Purpose

Discussion and direction on the selection of a professional search firm for the recruitment of the City Manager.

# Scope of Work

This can vary depending on the firm selected however in general, most executive recruitments include:

- Development of a candidate profile
- An advertising campaign and recruitment brochure
- Recruitment of candidates
- Candidate interviews and evaluation
- Referencing top candidates
- Recommendation
- Final interviews and background checks
- Negotiations

# Timeframe

Depending on the firm selected and process implemented, time frames may vary. In general, a successful process may take three to five months.

# Bob Murray and Associates

- Over 25 years experience as a recruiter
- Worked with municipalities such as:
  - San Diego, CA
  - Portland, OR
  - Seattle, WA
  - Los Angeles, CA
  - Phoenix, AZ
- Successfully worked with Glendale on Utilities Director, Police Chief, Assistant Police Chief recruitments
- Professional Fee = \$19,500 Expenses = \$8,500

# The Mercer Group

- Over 25 years experience as a recruiter
- Worked with municipalities such as:
  - Birmingham, AL
  - Austin, TX
  - Tucson, AZ
  - Goodyear, AZ
- Successfully worked with Glendale in the Assistant City Manager recruitment
- Professional fee = \$16,500 Expenses = \$8,000

# Slavin Management Consultants, Inc.

- Over 25 years of experience as a recruiter
- Worked with municipalities such as:
  - Birmingham, AL
  - Atlanta, GA
  - Mesa, AZ
  - Tucson, AZ

Professional Fee = \$14,020 Expenses = \$7,711

# Cost

Total cost for City Manager recruitment:

- Outside recruitment firm = \$21,700 - \$28,000
- Candidate travel and other City expenses could run up to \$5,000

# Comparison Chart

<b>Firm</b>	<b>Murray &amp; Associates</b>	<b>The Mercer Group</b>	<b>Slavin Management Consultants</b>
<b>Experience</b>	Over 25 years	Over 25 years	Over 25 years
<b>Arizona Representative</b>	No	Yes	Yes
<b>Glendale Recruitments</b>	Police Chief, Asst. Police Chief, Utilities Director, Asst. HR Director	Assistant City Manager, Deputy City Manager	None
<b>Other AZ Cities</b>	Phoenix, Tucson, Mesa, Peoria, Scottsdale	Goodyear, Fountain Hills	Tempe, Phoenix, Gilbert, Mesa
<b>*Cost</b>	\$28,000	\$24,500	\$21,731

\*Does not include candidate expenses

Questions?