City of Benson
City Council Communication

Regular Meeting **January 28, 2013**

To: Mayor and Council Agenda Item # 7

From: Glenn H. Nichols, City Manager

Subject:

Discussion and possible action regarding the recruitment for the position of a City Manager

Discussion:

Glenn Nichols, City Manager, has announced his plan to retire in June, 2013.

This item has been placed on the agenda for Council discussion and direction.

In the past, the City spent approximately $3,500.00 advertising for the position of a City Manager. The attached proposal from the League of Arizona Cities and Towns includes the League advertising, recruiting, performing background checks, providing interview questions and conducting interviews, as well as providing sample contracts, etc. with Council direction. The League will then provide the final candidates for the final interviews with Council.

Attached is a preliminary City Manager recruitment proposal from the League of Arizona Cities and Towns.

Staff Recommendation:

Council pleasure

League of Arizona Cities and Towns

1820 W. Washington · Phoenix, AZ 85007 · Phone: (602) 258-5786 · Fax: (602) 253-3874
Email: league@azleague.org · Web site: www.azleague.org

January 10, 2013

Melissa Quiroz
HR Coordinator
City of Benson
120 West 6th Street
Benson, AZ 85602

Re: PROPOSAL FOR SERVICES

Dear Ms. Quiroz:

You have asked for a City Manager Recruitment proposal from the League of Arizona Cities and Towns for the City of Benson. Our executive recruitment service consists of the following elements:

* Meeting with Mayor and Council to discuss the recruitment process and timeline, and develop an advertisement and Position Profile. This can be done either at a regular council meeting or work session.

* Placement of advertisements in state, regional and national outlets; targeting those with an interest and experience in the municipal management profession utilizing publications such as the ICMA Newsletter and Job Board, and League website.

* Receiving and cataloging of applications and acknowledging each one.

* Providing periodic updates on the progress of the recruitment.

* Responding to direct requests from applicants and referrals from city staff for items such as information on the City and Arizona, status of the recruitment process, etc.

* Initial screening of applicants based on Position Profile and Job Description and recommendation of qualified semi-finalists. This step includes preliminary candidate background research and phone interviews with candidates not personally known to us.

* Notification to those not under further consideration.

* Background checks on finalists, including education verification, and court records check. Telephone interviews with candidate-supplied references.

* Other support services as requested such as possible interview questions, sample contracts, assistance with travel arrangements, typical municipal practices and expectations, etc.

The total service fee to the City would be $5,500 inclusive.

In the last two years the League has conducted manager recruitments for several cities and towns in Arizona including Globe, Wickenburg, Florence, Kearny, Tusayan, and currently in Sahuarita.

If you have any questions or want to discuss next steps, please contact me anytime at the League, kstrobeck@azleague.org or 602-258-5786.

Sincerely,

Ken Strobeck
Executive Director

cc: Glenn Nichols
Chris Moncada