



# **City of Grand Island**

**Tuesday, July 17, 2012**

**Study Session**

## **Item -3**

### **Presentation of City Administrator Hiring Process**

**Staff Contact: Brenda Sutherland**

# **Council Agenda Memo**

**From:** Brenda Sutherland, Human Resources Director

**Meeting:** July 17, 2012

**Subject:** City Administrator Hiring Process

**Item #'s:** 3

**Presenter(s):** Brenda Sutherland, Human Resources Director

## **Background**

The City of Grand Island currently has an opening at the City Administrator position. This is a statutory position that is appointed by the Mayor and approved by the City Council.

## **Discussion**

Outlined in the presentation are two alternatives that could be used for the City Administrator recruitment. Either process will be inclusive of the City Council as well as the community with the goal of yielding the best possible candidate to serve as the next City Administrator.

## **Conclusion**

This item is presented to the City Council in a Study Session to allow for any questions to be answered and to create a greater understanding of the issue at hand.

# City Administrator Recruitment

*Working Together for a Better Tomorrow.  
Today.*

## Suggested City Administrator Recruitment

Goal: Appoint the best candidate for the City Administrator position for the City of Grand Island

**The City of Grand Island is an equal opportunity employer.**

## City Administrator Recruitment

Two processes to consider

- Internal Recruitment

Coordinated by City Human Resources Department

- External Recruitment

Performed by an outside recruitment agency

## City Administrator Recruitment

- Internal Recruitment –Coordinated by City Human Resources Department
  - No additional cost other than recruitment advertising
  - Recruitment brochure and job posting
  - Advertising
    - League of Municipalities-various states
    - On-line advertising sources
    - Social Media websites
    - GovernmentJobs.com
    - Trade Organizations

## City Administrator Recruitment

- Applications accepted until 3:00 p.m. on September 7, 2012
- Review of applications for minimum qualifications estimated completion by September 17, 2012
- Review of applications by committee consisting of Mayor, Council President Gilbert and H.R. Director
- Telephone interviews by a five member committee which includes an additional two at-large members selected from the community

## City Administrator Recruitment

- Background checks will be conducted on the candidates
- Biographical information about the finalists will be shared with the public
- Finalists will be invited to an in-person interview in October with the Mayor, City Council and Community members
- Contract negotiations with recommended candidate
- Recommendation by Mayor and approval by City Council



## City Administrator Recruitment

- External Recruitment
  - Request for Proposal (RFP) – 30 days
  - Selection of external recruitment agency – late August.  
Cost is typically 25%-33% of the first year's salary
    - City Administrator salary range is \$114,033 - \$160,457
  - Contract with recruitment firm brought before City Council for approval – September 11th

## City Administrator Recruitment

- Timeline determined in conjunction with external recruitment agency
- Job Analysis
- Creation of recruitment brochure
- Application period is typically 30-45 days
- Advertising by external firm
- Review of applications by external firm

## City Administrator Recruitment

- Phone interviews with the most qualified candidates by recruitment agency
- Top candidates forwarded to the City for review
- Phone interviews with review committee which includes the Mayor, Council President Gilbert, Human Resources Director and 2 at-large members

## City Administrator Recruitment

- Background checks will be conducted on the candidates
- Biographical information about each finalist will be made available to the public
- Finalists will be invited to an in-person interview with the Mayor, City Council and Community members

## City Administrator Recruitment

- Contract negotiations with recommended candidate
- Recommendation by Mayor and approval by City Council