



City of Grand Island

Tuesday, July 14, 2015

Council Session

Item I-4

#2015-187 - Consideration of Approving External Search Firm Services for Finance Director Position

Staff Contact: Aaron Schmid, Human Resources Director

Council Agenda Memo

From: Aaron Schmid, Human Resources Director

Meeting: July 14, 2015

Subject: Approval to Use External Search Firm for Vacant Finance Director Position

Presenter(s): Aaron Schmid, Human Resources Director

Background

On December 10, 2014 the Finance Director position became vacant. The position was posted in late January of 2015. Ten candidates applied and three were interviewed. However, no candidates progressed beyond the initial interview stage.

In May of 2015, the position was reposted and remains open. To date, nine applications have been received. Again, no candidates have progressed in the selection process.

In both posting instances a number of recruiting methods were applied including; City website, state job centers, newspapers, social media sites, professional associations, neighboring municipality leagues, networking, and online recruiting sites. Despite these efforts and associated costs, the applicant response has been low and not produced a finalist candidate.

Discussion

The Administration is seeking approval to utilize the services of external search firms for the Finance Director position. Search firms offer a number of benefits to the recruiting process and would provide additional support to our search efforts. Benefits of using a search firm include the following:

- Some job seekers are not likely to respond to traditional job postings. External recruiters with access to various networks and industry tools are more apt to find these candidates.
- Search firms present to candidates the benefits of working for our organization and can address any initial questions such as the interview/appointment process, residency requirements, etc.
- Search firms will provide feedback to any challenges in identifying candidates such as availability of talent, cost of talent, position requirements, etc.

- Search firms work on a contingency basis. The client does not pay a fee unless a placement is made.

Search firms who would source candidates on our behalf must be agreeable to not exceed a fee of 30% of the candidate's estimated first year's annual compensation. Based on the current wage scale for the Finance Director position, a 30% fee would range from \$24,578.45 - \$36, 841.74. Furthermore, should a candidate leave, through no fault of the City within 90 calendar days of initial employment, the search firm would agree to locate and present additional candidates of comparable qualifications at no additional charge.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve the request to utilize the services of search firms for the Finance Director vacancy.

Sample Motion

Move to approve the request to utilize the services of search firms for the Finance Director vacancy.

RESOLUTION 2015-187

WHEREAS, the Finance Director position for the City of Grand Island has been vacant since December 10, 2014; and

WHEREAS, this position has been advertised on two separate occasions; and

WHEREAS, no candidates have progressed beyond the initial interview stage;
and

WHEREAS, the City has exhausted its recruiting methods; and

WHEREAS, the services of external search firms are better able to find candidates for the Finance Director vacancy; and

WHEREAS, the City will issue a Request for Proposals to find suitable firms to aid in the search for a Finance Director; and

WHEREAS, the estimated cost of this service is between \$24,578.45 and \$36,841.74.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that City staff be directed to issue a Request for Proposals for the services of external search firms for the Finance Director vacancy is hereby approved.

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Adopted by the City Council of the City of Grand Island, Nebraska, July 14, 2015.

Jeremy L. Jensen, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	☐ _____
July 10, 2015	☐ City Attorney