

City of Scottsbluff, Nebraska

Tuesday, January 21, 2020

Regular Meeting

Item Consent5

Council to approve a Request for Proposal for the hiring of a professional search firm to assist City Council in the appointment of a new City Manager and authorize the City Manager to advertise for proposals to be received by January 29, 2020 at 12:00 p.m.

Staff Contact: Nathan Johnson, City Manager



Request For Proposal - Executive Search Firm

City Manager Recruitment

January 21, 2020

Introduction and Background:

The City of Scottsbluff, incorporated in 1916, population 15,039, is in the process of recruiting for an experienced City Manager, responsible for continuing the vision and leadership of an organization of over 137 employees. Our current City Manager recently resigned to take a position in another community.

The new City Manager shall possess strong leadership and communication skills, the ability to work collaboratively with the Mayor and City Council, a strong work ethic, an ability to ensure accountability among nine department directors. Departments include: Administration, Development Services, Fire, Police, Emergency Management, Library, Parks, Recreation, Streets, Cemetery, Economic Development, Environmental Services, Wastewater, Water, Central Garage and GIS. The FY19-20 all funds budget is approximately \$45.5 million with approximately \$30 million allocated to operating expenditures.

Proposal Requirements:

The City Council will consider proposal from Executive Search Firms with specific experience and success in recruiting City Managers for small to mid-size municipalities. The City Council reserves the right to make the final hiring decision. All proposals must include the following:

1. Firm name, address, telephone number, and contact person(s).
2. Brief history of the firm, including number of years' experience.
3. List of recent recruitments conducted, with contact names for reference checks.
4. A Plan and schedule of how the firm will conduct the selection process.
5. Identification of specific services to be provided (i.e. candidate screening process, background check, reference check, etc.)
6. Information regarding the average number of years their top candidates have remained on the job after placement, and replacement service if the selected individual resigns or is terminated within a certain time frame.
7. Total fee for recruitment.

All proposals must be received by 12:00noon Mountain Time on Wednesday, January 29, 2020 via email to njohnson@scottsbluff.org