

City Manager Proposed Executive Recruitment 2016

Scope of Services:

- Meeting with Council (or designated group) to discuss timelines, recruitment process, community engagement and identify strategies to create a candidate profile; may include public meetings as well as 1 on 1 interviews with Council members & Stakeholders
- Development of recruitment advertisements for a local/national search to include social media
- Marketing/Distribution of recruitment materials
- Candidate recruitment/outreach to qualified candidates
- Reviews and qualifies all potential candidates, identification of top candidates & conduct preliminary interviews
- Conduct reference and background checks
- Presentation of profiles for semi-finalists (5-10) to Council (or designated group) and facilitates a review of candidates
- Facilitate interviews with semi-finalists by the City Council (or designated group) and key stakeholders and collect feedback
- Facilitate interviews with finalists (3-5) with panels, stakeholders and town hall meetings, etc.
- Assist with negotiation of an employment agreement with selected candidate

DETAILED SCOPE OF WORK

Specification or Scope of Work (minimum requirements):

Work with the City to develop search criteria and write a professional search advertisement with complete job specifications for candidates, conduct a professional national search and identify qualified candidates for the City Manager position for the City of Austin, screen and background check all candidates and present a final pool of qualified candidates to the City for consideration.

Special Requirements:

Conduct reference, background and education checks on candidates. Determine that selected candidates have no conflicts of interest with the City of Austin. Provide detailed information that includes at least the following information on the final candidates:

- Executive Candidate Summary
- Detailed Resume
- Comprehensive References
- Details of any potential media issues with the candidate involving past positions held

The selected executive recruiting firm will also pay all other recruiting costs associated with the search, including travel and lodging costs for their employees. Pay directly for costs related to candidate travel and lodging for interviews.

Qualifications

Capability and expertise including previous executive search experiences, especially for similar assignments

Professional staff background

Strategy for recruitment of diverse candidates

Engagement

(See attached Elements of Engagement)

Timeline

(See attached Possible Timeline)

Invoice Requirements/Payment Requirements:

The proposal must also guarantee the position for one year. If the selected candidate for which the firm is paid a commission, leaves for any reason during the first year of employment, the firm must immediately conduct a search for replacement candidates, and within 8 weeks of the request from the City for the replacement search, must present a slate of qualified candidates. If the firm is unable to do so, it must refund the fee paid by the City.

Rejection or Acceptance of Proposals: This Request for Proposals does not commit the City to award any contract. The City of Austin reserves the right to reject any or all proposals, to waive technicalities or irregularities, and to accept any proposal it deems to be in the best interest of the City. The City of Austin shall not be liable for any costs incurred by any firm responding to this proposal.

Elements of Engagement

City Manager Selection

The selection of the new city manager may well be the most important decision the Mayor and Council will make.

Identifying the best city manager for Austin should be a national search with community engagement. There should be a process that reaches deep into the community and broadly across the country. Here is a proposed structure:

- Ultimate authority and decision making rests with the Council and will not be delegated.
- The Council makes the final decision on the following matters:
 - Establishment and appointment of a Council-designated group
 - The selection of the search firm
 - The search timing and process
 - The search criteria used by the search firm
 - The pool of finalists
 - The new city manager
- The Council-designated group shall (while at all times subject to the will of the Council):
 - Give recommendations to the Council, after having facilitated and received public input on:
 - The search timing and process
 - The search criteria used by the search firm
 - A pool of semi-finalists
 - Engage with the professional search firm in identifying best practices in city management (as it applies to city manager qualities and engagement with council);
 - Conduct, together with the professional search firm, interviews of people in the community about what they expect from a city manager;
 - Conduct, together with the professional search firm, public hearing(s) to seek input from the community at large as to what should be expected from a city manager.
- The general public shall have the opportunity to have input:
 - At all points, at all times, on all issues through traditional direct contact with Council Members (subject to the confidentiality of information or materials required of Council Members)

- Public hearings and input on:
 - The search criteria used by the search firm
 - Selecting the new manager from among the finalists
- The Council-designated group shall be:
 - Eleven members, comprised of one appointment by each council member, with the Mayor's appointment serving as chair and the Mayor Pro Tem's appointment serving as vice chair.
 - To avoid conflicts of interest, no one can serve as a committee member if, in the past year, they've worked for the City, had a contract with the City, or were a registered lobbyist.
 - Committee members must live within the city limits.

DRAFT

Possible Timeline

August

- Council determines Interim City Manager
- Staff and council discuss what is desired in an executive search firm

September – Solicit RFQs from executive search firms

October

- Staff evaluates and recommends executive search firm
- Council approves executive search firm
- Facilitated meetings with search firm and Council (or designated group) to discuss timelines, recruitment process, community engagement and identify strategies to create a candidate profile; may include public meeting as well as 1 on 1 interviews with Council members & Stakeholders

November – Executive Search Firm finalizes profile and process and obtains Council approval for advertisement & recruitment

January

- Formal recruitment period ends.
- Search firm reviews and qualifies all potential candidates, identification of top candidates & preliminary interviews conducted.
- Executive search firm conducts reference checks/background checks,

February

- Executive search firm presents profiles for semi-finalists (5-10) to Council (or designated group) and facilitates a review of candidates
- Conduct first round of candidate interviews with semi-finalists by the City Council (or designated group) and key stakeholders.

March

- Top finalists (3-5) interviews in Austin with panels, stakeholders and town hall meetings, etc.

April

- Council identifies the top candidate & appointment of teams to conduct site visits to top candidate previous employers.
- Finalize decision on the top candidate and negotiate an employment agreement with the candidate

May

- Council names and appoints new City Manager during council meeting
- Staff begins onboarding, relocation and transition