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City Manager Recruitment Proposal

Objective:

To recruit a highly qualified City Manager who will lead the City of Mount Pleasant ("City") towards achieving its strategic goals and manage municipal operations. The recruitment process aims to identify a candidate with a proven track record in municipal management, innovative problem-solving skills, and the ability to foster strong community relations.

Recruitment Process:

1. **Preparation and Planning:**
    - **Job Description and Specifications:** Develop a detailed job description outlining the responsibilities, qualifications, and expectations for the City Manager role, including required educational background, professional experience, and personal attributes. City Council to approve job description prior to posting.
    - **Pay range:** to be decided by City Council. We recommend that all candidates be required to complete the City employment application.
    - **Prepare Timeline for Recruitment:** We expect this to take approximately 12-18 weeks, beginning with job posting.
2. **Advertising and Outreach:** **Start Date:**_____
    - **Job Posting:** Advertise the position through multiple channels, including TML career website and ICMA career website, to reach a broad and diverse pool of candidates. Consider also posting on the City's website. City Council to decide where to post.
    - **Receipt:** Candidates will receive an acknowledgement receipt of all resumes and applications.
3. **Application and Processing:** **Approx. Date:**_____
    - **Application Collection and Summarize:** Accept applications and resumes and summarize on a spreadsheet based on qualifications for City Council review.
    - **All applications and resumes will be included.**
4. **Assessment and Interviews:** **Approx. Date:**_____
    - **Candidate Assessment:** Review candidate applications and prepare summary spreadsheet of candidates' skills, experience, and fit for the role. We will organize by experience levels: City Manager Experience, Municipal Experience, Other Management Experience, and Other.

- **Council to select those to be interviewed:** City Council to review and select those to interview. We recommend that Council select four to six for in-person interviews.
- **Those rejected will be informed.** We will inform all candidates that the City Council rejects that they are no longer being considered for the position.
- **Reference Checks:** We will conduct reference checks on candidates selected for interviews to verify prior employment.
- **Interview Process:** Work with the City Secretary to organize candidate interviews to be conducted in executive session. We will prepare possible questions to be asked to assess candidates' leadership abilities, problem-solving skills, and alignment with the City's vision and values. We will assist City Council in deciding upon the interview process.

5. **Selection and Appointment: Approx. Date:**_____

- **Final Selection:** Assist City Council in selecting the most suitable candidate and preparing a conditional offer of employment contingent on completion of a background check.
- **Offer and Negotiation:** Extend a conditional offer of employment to the selected candidate and assist City Council in negotiating terms of employment, including compensation and benefits.
- **Background Screening**: Conduct background search through at third party service on selected candidate once the candidate has accepted the conditional offer of employment.

Timeline:

The recruitment process is projected to take approximately 12-18 weeks from the initiation of the job posting to the appointment of the new City Manager.

Key milestones include approval of job description, job advertising and outreach, application screening, interviews, selection and appointment.

Cost: We will establish a separate file (CM Recruitment) that this work will be billed. We will bill for services rendered, up to $15,000.00 max. Most services will be conducted by our paralegal who handles HR matters at $110.00 per hour. My services will be at $225.00 per hour.

Note: *City Attorney services in attending Council meetings, preparing the contract would be handled under the Employment Matters file.*

Conclusion:

This recruitment proposal outlines a structured approach to finding a City Manager who will bring strategic leadership, operational excellence, and a commitment to community engagement at a reasonable cost.