

City Manager Executive Search Process

Human Resources

March 17, 2015

Purpose

Discussion and direction on the selection of an executive search firm for the recruitment of the City Manager.

Scope of Work

This can vary depending on the firm selected however in general, most executive recruitments include:

- Development of a candidate profile
- An advertising campaign and recruitment brochure
- Recruitment of candidates
- Candidate interviews and evaluation
- Referencing top candidates
- Recommendation
- Final interviews and background checks
- Negotiations

Timeframe

Depending on the firm selected and process implemented, time frames may vary. In general, a successful process may take 90 to 120 days.

The Mercer Group

- Over 25 years experience in executive searches
- Worked with municipalities such as:
 - Goodyear, AZ
 - Fountain Hills, AZ
 - Austin, TX
- The Mercer Group has successfully conducted searches for Glendale in the past
- Professional fee and expenses = \$24,500

Slavin Management Consultants, Inc

- Over 25 years experience in executive searches
- Worked with municipalities such as:
 - Chandler, AZ
 - Bisbee, AZ
 - Gilbert, AZ
- Professional fee and expenses = \$24,008

CPS Executive Search

- Over 25 years of experience in executive searches
- Worked with municipalities such as:
 - Chandler, AZ
 - Gilbert, AZ
 - Paradise Valley, AZ
- CPS has successfully conducted searches for Glendale in the past
- Professional fee and expenses = \$24,000

Cost

Approximate cost for City Manager recruitment:

- Outside recruitment firm = \$24,500
- Candidate travel and other City expenses could run up to \$5,000

Comparison Chart

Firm	The Mercer Group	Slavin Management Consultants, Inc	CPS Executive Search
Experience	Over 25 years	Over 25 years	Over 25 years
Arizona Representative	Yes	Yes	Yes (resides in CA)
Glendale Recruitments	Yes	No	Yes
Other AZ Cities	Goodyear, Fountain Hills	Chandler, Bisbee	Chandler, Gilbert, Surprise, Paradise Valley
*Cost	\$24,500	\$24,008	\$24,000

*Does not include candidate expenses

Questions?