

PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

**City Manager
City of Brisbane, California**

**Submission Due Date: June 21, 2023
This proposal is valid for 90 days**

Strategic Government Resources
P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

JJ Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com





June 21, 2023

Hon. Mayor Madison Davis and City Council
City of Brisbane, California

Dear Mayor Davis and Council Members,

Thank you for the opportunity to submit this proposal to assist the City of Brisbane in your recruitment for a new City Manager. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

We would like to draw your attention to some key aspects that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR announces all conducted recruitments in our Servant Leadership e-newsletter, which reaches over 43,000 subscribers in all 50 states.
- SGR reaches a broad community of over 15,000 LinkedIn followers and over 2,600 Facebook followers.
- SGR sends targeted emails to our opt-in Job Alert subscriber database of over 5,800 city management professionals.

We recognize that the COVID-19 pandemic has created unique operating challenges for local governments in many ways, including recruitment efforts. SGR has invested in a variety of technologies that will allow a safe social distancing recruitment process, and we will continue to provide alternatives to in-person meetings, to the extent your organization desires, during this uncertain time.

We are happy to provide references upon request. We are excited about the prospect of conducting this recruitment for the City of Brisbane, and we are available to visit with you at your convenience.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com

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Company Profile

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services.

SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 39 full-time employees, 3 part-time employees, 21 recruiters, 20 facilitators and multiple consultants who function as subject matter experts on a variety of projects.

SGR has corporate headquarters in Texas, as well as virtual offices in California, Colorado, Florida, Maryland, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

View all SGR team members and bios at: <https://sgr.pub/MeetTeamSGR>

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of applicants by utilizing our unequaled network of prospects.

- Your position will be announced in SGR's Servant Leadership e-newsletter that reaches over 43,000 subscribers in all 50 states.
- We will send targeted emails to over 5,800 opt-in subscribers to SGR's City Management Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which has approximately 20,000 visitors per month.
- Your position will be posted to SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which averages nearly 10,000 unique visitors per month and has more than 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government, Local Government Hispanic Network, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government, as well as regional and national networks of relationships. The executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR cannot guarantee the makeup of the semifinalist or finalist groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of

underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great fit regarding values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next generation leaders. We have earned their trust. As a result, SGR is able to bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation well, communicate honestly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible throughout the recruitment process and can be reached at any time by candidates or clients via cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a screening process that ensures a detailed understanding of candidate backgrounds and minimizes surprises. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain insights beyond what is available through a resume
- Online pre-recorded video interviews that allow search committee members to view candidates in an interview setting prior to the finalist recruitment stage
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, customized to each candidate based on where they have lived and worked
- Thorough automated, anonymous reference checks that provide details on candidates' soft skills from an expansive group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise for finalist candidates, customized to the organization

View a full list of our Executive Recruitment Clients at: <https://sgr.pub/ERClientList>

City & County Management Recruitments, 2018-Present

In Progress

- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Cleburne, Texas (pop. 32,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Glenn Heights, Texas (pop. 17,000) - City Manager
- Largo, Florida (pop. 84,000) - City Manager
- Lawton, Oklahoma (pop. 91,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Snyder, Texas (pop. 11,000) - City Manager
- Stillwater, Oklahoma (pop. 48,000) - City Manager
- Trophy Club, Texas (pop. 13,000) - Town Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

2023

- Bristol, Tennessee (pop. 27,000) - City Manager
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- Great Bend, Kansas (pop. 15,000) - City Administrator
- Justin, Texas (pop. 5,000) - City Manager
- Laredo, Texas (pop. 256,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,500) - Town Manager
- Rowlett, Texas (pop. 68,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager

2022

- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager
- Crandall, Texas (pop. 4,000) - City Manager
- Dalhart, Texas (pop. 8,500) - City Manager

- Edinburg, Texas (pop. 100,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Leawood, Kansas (pop. 34,000) - City Administrator
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager

- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

2018

- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator
- Clallam County, Washington (pop. 75,000) - County Administrator
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator
- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager
- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager

- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator
- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager
- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager

Project Personnel

Debra Stapleton, Senior Vice President

DebraStapleton@GovernmentResource.com

817-337-8581



Debra Stapleton serves as a Sr. Vice President for SGR's Executive Recruitment. Prior to joining SGR, Debra served as Assistant City Manager for the City of Chandler, Arizona for 23 years. Prior to becoming the Assistant City Manager, she also served as the Human Resources Director and Administrative Services Director.

Before joining the City of Chandler, Debra worked for a Fortune 200 company in various roles in Human Resources including workforce management information systems, training, and organizational development.

Debra holds a Master's in Organizational Management from The University of Phoenix and a BS in business administration from Sacred Heart University in Fairfield, CT.

In her spare time Debra enjoys being with her family, traveling, and reading. Debra also likes to volunteer her time on her Homeowners Association Board and several non-profit organizations.

References

Town of Parker, Arizona

Population: 3,000

Amy Putnam, Town Clerk

clerk@townofparkeraz.us

760-861-9064

Nora Yackley, Community Development Director

comdev@townofparkeraz.us

928-216-6748

Town of Wickenburg, AZ

Population: 8,000

Tarah Mayerhofer, Human Resources & Risk Manager

tmayerhofer@wickenburgaz.org

928-668-0508

City of Lago Vista, Texas

Population: 9,000

Ed Tidwell, Mayor

mayor@lago-vista.org

804-832-3759

City Manager Recruitment, 2021

City of Banning, California

Population: 30,000

Doug Schultze, City Manager

dschulze@banningca.gov

951-922-3104

Recruitment Approach

A full-service recruitment typically entails the following steps:

- 1. Organizational Inquiry and Analysis**
 - Development of Recruitment Plan and Timeline
 - Individual Interviews with Key Stakeholders
 - Creation of Position Profile Brochure
- 2. Advertising and Marketing, Communication with Applicants and Prospects**
- 3. Initial Screening and Review**
- 4. Search Committee Briefing to Facilitate Selection of Semifinalists**
- 5. Evaluation of Semifinalist Candidates**
 - Written Questionnaires
 - Recorded Online Interviews
 - Media Searches - Stage 1
- 6. Search Committee Briefing to Facilitate Selection of Finalists**
- 7. Evaluation of Finalist Candidates**
 - Comprehensive Media Searches - Stage 2
 - Comprehensive Background Investigation Reports
 - DiSC Management Assessments (supplemental service)
 - First Year Game Plan or Other Advanced Exercise
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (may occur earlier in process)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determination of Terms of an Offer
 - Negotiation of Terms and Conditions of Employment
 - Press Release (if requested)

Step 1: Organizational Inquiry and Analysis

Development of Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. These interviews identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the position, special considerations, and the political environment. This process helps with organizational buy-in and will assist us in developing the position profile.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 43,000 subscribers in all 50 states. We will also send targeted emails to opt-in subscribers to SGR's Job Alerts. Your position will be posted on SGR's Website, <https://sgr.pub/SGRWebsite>, and on SGR's Job Board, <https://sgr.pub/SGRJobBoard>. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast,

accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR sends weekly updates to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, resumes can be misleading. Resumes fail to disclose the individual's personal qualities and his or her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments and experience. SGR's responsibility is to go deeper than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes them an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

Comprehensive Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: <https://sgr.pub/SGRBackgroundReport>.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report (if desired)
- Federal criminal search
- National criminal search
- County warrants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: <https://sgr.pub/SGRDiSCReport>. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

First Year Game Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference

checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine the Terms of an Offer

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

Press Release (if requested)

Until you have “sealed the deal,” you should be cautious in order to avoid the embarrassment of a premature announcement that does not work out. It is also best practice to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Service: Post-Hire Team Building Workshop

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: <https://sgr.pub/SampleIOPT>.

Projected Schedule

Holidays may affect recruitment schedule.

Task	Weeks
<ul style="list-style-type: none"> Contract Executed Develop Recruitment Plan, Timeline <u>Individual Interviews with Key Stakeholders</u> 	Week 1
<ul style="list-style-type: none"> <u>Deliverable</u>: Position Profile Brochure Search Committee Reviews and Approves Brochure 	Weeks 2-3
<ul style="list-style-type: none"> Advertising and Marketing Accept Applications Communication with Prospects and Applicants 	Weeks 4-7
<ul style="list-style-type: none"> Initial Screening and Review 	Week 8
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Semifinalists Questionnaires and Recorded Online Interviews Media Searches - Stage 1 	Week 9
<ul style="list-style-type: none"> <u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews 	Week 10
<ul style="list-style-type: none"> <u>Search Committee Briefing</u> / Select Finalist Candidates 	Week 11
<ul style="list-style-type: none"> Comprehensive Media Searches - Stage 2 Comprehensive Background Investigation Reports DiSC Management Assessments (supplemental service) First Year Game Plan or Other Advanced Exercise 	Weeks 12-13
<ul style="list-style-type: none"> <u>Deliverable</u>: Finalist Briefing Books 	Week 14
<ul style="list-style-type: none"> <u>Face-to-Face Interviews</u> Stakeholder Engagement (may occur earlier in process) Deliberations Reference Checks (may occur earlier in process) Negotiations and Hiring Process 	Week 15

Recruitment Costs & Service Guarantee

Not-to-Exceed Price: \$26,900 *

** Ad placement costs are not included in the Not-to-Exceed Price. Ad placement costs are estimated to be between \$1,750 and \$2,500 and shall be added to the total cost of services upon approval from the organization.*

Not-to-exceed price includes:

- **Professional Service Fee - \$20,500**
- **Expenses:**
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Job placement on SGR's website
 - Ad placement on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to two (2) multi-day onsite visits** by one Recruiter to the Organization, for up to 2 and 1/2 days per visit. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. *Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.*

Reimbursable Expenses

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**

Supplemental Services

The supplemental services listed below are not included in the not-to-exceed price:

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits (over and above the two (2) onsite visits included in the not-to-exceed price above) by one Recruiter will be billed over and above the not-to-exceed price. Travel and onsite time will be billed at a professional fee (per recruiter) of \$1,000 per half-day and \$1,500 per full day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

Billing

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.



CAMP VERDE
THE CENTER OF IT ALL — ARIZONA

TOWN MANAGER

TOWN OF CAMP VERDE, ARIZONA



CAMP VERDE
THE OLDEST SETTLEMENT IN THE VERDE
VALLEY. SITE OF HISTORIC FORT VERDE.
THE FIRST SETTLERS CAME INTO THE VALLEY
IN FEBRUARY 1865. FOLLOWED BY THE MILITARY
IN AUGUST 1865. ORIGINAL MILITARY
AND HISTORIC BUILDINGS STILL STAND.

EXECUTIVE
RECRUITMENT
PROVIDED BY



The Center of It All

THE COMMUNITY

The Town of Camp Verde is a diverse, picturesque, dark-sky community, surrounded by mountains and located on the banks of the Verde River, one of the Southwest's last free flowing rivers. With a strong sense of local community, Camp Verde is proud of its rural, western lifestyle and values. The Yavapai-Apache Reservation and the lands of the Town of Camp Verde are closely intertwined, and we recognize and appreciate the importance of a viable, sustainable Verde River as a critical element and shared resource for our communities.

With nearly 10,000 years of human habitation by a diversity of cultural groups, this region has a long and rich history to share. Archeologists generally place the arrival of the Yavapai around 1300, though their oral tradition suggests a much earlier time. The entrance of the Apache people is considered to have occurred between 1250 and 1450.

White settlers arrived in 1865 and began farming along the Verde River and its tributaries, beginning with a 200-acre settlement at the confluence of the Verde River and West Clear Creek (in modern day Camp Verde). Although many of the settlers came to this valley to farm and ranch, a rich mineral strike in the Black Hills in the late 1870s attracted a wave of newcomers and miners, resulting in the establishment of the nearby towns of Jerome and Clarkdale.

Camp Verde was incorporated in 1986. On the banks of the Verde River at an elevation of 3,133 feet, it is near the geographic center of the state of Arizona. Known as the gateway to the Verde Valley wine country, residents and visitors enjoy vineyards, local eateries, wineries and tasting rooms spread throughout the region. Outdoor enthusiasts will enjoy an extensive hiking trail system, biking and equestrian trails, several off-highway vehicle trails, river kayaking and more public access to the Verde River and its tributaries than is found in any other community in the region.

The Verde Valley region has five State Parks and a State Natural Area. In addition to these scenic and historic amenities, Camp Verde is a community with a culture rich in history. Montezuma Castle National Monument, located in Camp Verde, and the nearby Montezuma Well National Monument are two of the many examples of the cultural resources in this area.



POPULATION
13,163



MAJOR EMPLOYERS
ABUNDANT ORGANICS
BASHAS GROCERY
CLIFF CASTLE CASINO
CAMP VERDE SCHOOL DISTRICT
HAVEN HEALTH CARE
QUINTUS
ROTO-FAB
TRULEIVE
YAVAPAI COUNTY JAIL AND COURT



MEDIAN INCOME
\$46,563



AVERAGE HOME VALUE
\$455,000



SIZE
47 SQUARE MILES



MEDIAN AGE
41 YEARS



ANNUAL BUDGET
\$58.5 M



AD VALOREM TAX
3.65%

Mission

“We successfully preserve our rich cultural history, agrarian heritage, and natural resources while fostering a strategically designed, resilient economy that supports a quality of life that enables our community to thrive.”

THE COMMUNITY, CONTINUED

The Camp Verde Equestrian Center attracts many rodeos and special events throughout the year, including the Turquoise Circuit Rodeo Finals in October, which includes rodeo athletes from the entire southwest region of the PRCA. Additional annual events that are popular with residents and visitors alike include Cornfest, the Pecan & Wine Festival, Fort Verde Days, Christmas Light Parade and Craft Bazaar, and our Farmer’s Market.

Camp Verde boasts numerous attractions, including Fort Verde State Historic Park in downtown Camp Verde, Out of Africa Wildlife Park, Cliff Castle Casino, Verde Valley Archeological Center and Museum, Camp Verde Visitors Center and Historical Society Museum, and the Verde Valley Wine Trail.

Northern Arizona Healthcare has an Immediate Care Facility in Camp Verde and their regional hospital, Verde Valley Medical Center, is in Cottonwood, 16 miles away. Camp Verde is a 90-minute drive to Mayo Clinic, Arizona’s #1 hospital according to US News and World Reports.



GOVERNANCE AND ORGANIZATION

The Town of Camp Verde operates under a council-manager form of government with seven council members, including the Mayor, elected at-large. The council members serve four-year terms and the Mayor serves two-year terms, with no term limits. Positions that are appointed by the governing body include Town Manager, Town Magistrate, and Town Attorney.

Camp Verde has several projects recently completed or currently underway. These include:

- Phase 1 of the \$16 million Camp Verde Sports Complex is near completion, and will offer local, regional, and statewide sports and tournament opportunities. It's located on a 100-acre park and will include softball/baseball fields, a football/soccer field, pickleball courts, walking trails, and a large water feature for recreation and fishing.
- The Town recently acquired a local private water company, bringing this important utility under municipal ownership. A master plan will be underway soon, followed by a rate study.
- The area around I-17 and State Highway 260 is experiencing business growth as a result of location, access, and being in a federally designated Opportunity Zone. Recently, RV Park developments, retail, and manufacturing projects have expanded in this part of town.
- In late-2022, Frame-Tec, a manufacturer and framing services company, commenced construction of its roof and floor truss and wall panel manufacturing facility in Camp Verde. The 110,000-square-foot facility is expected to be fully operational by spring 2024, creating over 180 new jobs.

The Town of Camp Verde has 140 FTE's and a total Fiscal Year 2022-23 budget of \$58.5 million and a general fund budget of \$12 million. Its ad valorem tax rate is 3.65% for the Town, 6.35% for the county/state.



RECENT AWARDS CAMP VERDE HAS WON INCLUDE:

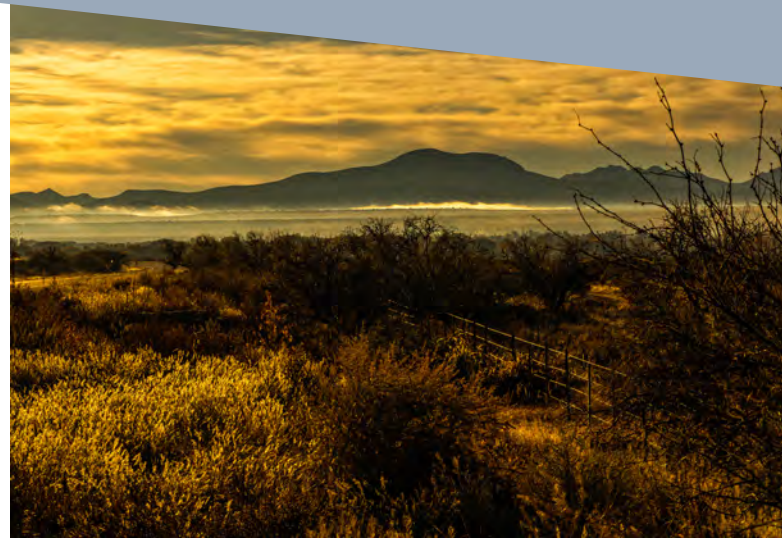
- 2021-2022 Business Leadership Award - ARIZONA @ WORK Yavapai County
- 2019 Small Economic Organization of the Year Award - Arizona Association for Economic Development
- GFOA Distinguished Budget Presentation Award over the last 7 consecutive years
- GFOA Certificate of Achievement in Financial Reporting for our ACFR for 9 consecutive years

ABOUT THE POSITION

The Town Manager is the principal advisor to the Mayor and Town Council, who provides leadership, direction, and guidance in all matters of the Town. This position evaluates and analyzes organizational issues and policies; recommends and implements solutions; analyzes and reports financial information on Town operations; makes regular reports to Town Council, ensuring effective communication of Town operations.

This position maintains the administrative organization of the Town to ensure efficiency of operation. This includes preparing a proposed budget for the Town annually; appointing all department heads and supervising their performance to ensure the completion of the goals that support the strategic vision of Council.

Providing leadership and working with department directors to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and professional development, and effective management practices that support the Town's mission and values is the Town Manager's job. This position also facilitates the continuing development of a coordinated, up-to-date technology system for all departments in the Town. The Town Manager maintains effective relationships with a variety of community organizations, the Yavapai-Apache Nation, local schools, residents, businesses, and community groups to promote positive public relations.



OPPORTUNITIES AND CHALLENGES

The new Town Manager will need to continually assess methods that balance intentional and sustainable growth strategies to support businesses, downtown revitalization, employment and workforce housing while preserving the Town's "small town" atmosphere. The new Town Manager should focus on the following opportunities and challenges:

First year:

- ▶ Completing Phase 1 of the Sports Complex.
- ▶ Developing strategic planning models for Town facilities; infrastructure, including streets, water and wastewater; and Capital Improvement Planning.
- ▶ Beginning the process to identify, recommend, and implement code and policy updates to include best practices.
- ▶ Evaluating the organizational structure, its internal controls and staff resources to ensure the Town is well suited to attract, develop, retain, and mentor professional leaders required to effectively execute the Town Council's strategic goals.
- ▶ Establishing and maintaining relationships with the Yavapai-Apache Nation, the local schools, and businesses.

OPPORTUNITIES AND CHALLENGES, CONTINUED

- Developing a comprehensive economic revitalization plan for historic Main Street and look for opportunities to attract retail and small businesses.
- Assist the Town Council in developing a multi-year Strategic Plan to identify major priorities and create a clear path to achieve those goals.

Next few years:

- Completion and necessary implementation related to the water rate study.
- Completion of the update to the General Plan.
- Completion of the extension of sewer line to Highway 260 to support growth.
- Implementation of findings and budget requirements resulting from the master plans.



IDEAL CANDIDATE

The Town of Camp Verde seeks an experienced and collaborative leader with high integrity to serve as its next Town Manager. This customer-centric individual will be an effective and direct communicator, both verbally and in writing, who demonstrates a high level of emotional intelligence and is a strong administrator who understands the importance of keeping council informed in a council-manager form of government. The new manager should have the ability to develop partnerships with the tribal community, schools, and businesses and be visible, approachable, personable, and integrated in the organization and community.

The ideal candidate is a thoughtful, decisive leader who is skilled in strategic planning. The chosen candidate will be expected to mentor, lead, and give clear directions to staff; assess opportunities to create efficiency through technology; and identify opportunities to implement best practices in the Town's policies and procedures. The new manager will continue to foster a cooperative, mutually respectful and beneficial government-to-government relationship with the Yavapai-Apache Nation.

Effective interpersonal relationships and effective coalitions with various groups throughout the Town will be key. The new manager will listen to others and communicate complex community issues in a way that can be understood by elected and appointed officials and members of the general public. The ideal candidate will have proven project management skills and be comfortable analyzing and interpreting financial documents; and assessing and prioritizing multiple tasks and demands. The new manager will be responsible for the management of major, high-level, and sensitive Town issues, programs, and projects with multiple stakeholders and high levels of public interest, and have a record of success in addressing community development and growth, strategic planning and organizational development and leadership.



EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university in public administration, human resources, business management, finance, or a related field, and at least five years of progressively responsible management experience in a local government (or an equivalent position in an organization of comparable complexity) are required. A master's degree is preferred. Ten years of experience in local government, with previous experience as a City/Town Manager, is preferred as is an ICMA-Credentialed Manager designation. Any combination of education and experience may be considered.

The Town Manager is required to reside on a full-time basis within the Town limits within 120 days of the date of hire.

COMPENSATION AND BENEFITS

The Town of Camp Verde offers a competitive salary range of \$136,741-\$198,285 annually commensurate with qualifications and experience. The Town pays 100% of the premium for medical, dental, and basic life insurance for the Town Manager and will negotiate coverage amount for their dependents. They also offer an optional Health Savings Account (HSA) with high employer contribution amount and an optional emergency medical transportation insurance. The Town participates in the Arizona State Retirement System (ASRS), with a 12.17% Town and employee contribution rate, which is subject to change on an annual basis.

APPLICATION PROCESS

[Please apply online](#)

For more information on this position contact:

Debra Stapleton, Senior Vice President

debrastapleton@governmentresource.com

602-206-3536



The Town of Camp Verde is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

Town of Camp Verde

<https://www.campverde.az.gov>

Visit Camp Verde

<https://visitcampverde.com>

Camp Verde Business Resource and Innovation Center

<https://visitcampverde.com/Bric/>

Economic Development

<https://www.campverde.az.gov/departments/economic-development>

Camp Verde Chamber of Commerce

<https://campverdebiz.com>

Promotional Video

<https://www.youtube.com/watch?v=9TtHLnIGxHw>





TOWN MANAGER

Parker, Arizona



VISION

Parker values its community and provides a healthy atmosphere for all residents through all stages of life; we encourage innovative economic activity that fosters enhanced job opportunities for a stronger quality of life; our community is free of barriers and designed with multiple connections to all parts of Town; and quality public amenities and facilities create a desirable and safe place to live, work, raise a family or spend leisure time.

THE COMMUNITY

Parker, Arizona, is located in the southwestern portion of Arizona along the beautiful Colorado River. Founded in 1908, the Town was named after Ely Parker, the first Native American commissioner for the U.S. government. The Town was officially incorporated in 1948 and became the county seat for the newly created La Paz County on January 1, 1983.

The Town is 22 square miles and divided into two non-contiguous sections: the northern section consists of the original town and is located within the Colorado River Indian Reservation, and the larger southern section (referred to as Parker South) is currently largely undeveloped. Parker has a population of 3,483, with a county population of 22,000.

Parker is a tight-knit community surrounded by the natural beauty of the Colorado River and the desert. Lifelong residents enjoy the small-town vibe with its outdoor amenities suitable for young families, empty nesters, and everyone in between, such as swimming from one of the multiple access points along the river; boating, jet skiing, or water skiing; and going on off-road adventures on the hundreds of miles of trails. Parker's signature events include two large off-road races (Parker 425 and Parker 250) hosted by The Best in The Desert Racing Association. The summer of 2023 will mark the 45th annual Parker Tube Float that brags to be the biggest party on the strip and is jointly hosted between the Town and the Parker Regional Chamber of Commerce.

Parker also enjoys area amenities which include six area parks, a senior center, and courts to play a variety of sports. There are also two libraries and the Colorado Indian Tribal Museum.

With its low tax base and excellent school system, Parker proves to be a great place to raise a family. The Parker Unified School District currently consists of five schools and provides comprehensive, success-oriented learning. In addition, Parker has three preschools, an active Head-Start program and NAU Northern Arizona University Extension courses. Arizona Western College, a fully accredited two-year community college established in Yuma in 1961, has two facilities within Town, the Parker Learning Center and the recently completed Parker Community Center.

Parker is accessible to I-10 and HWY 95, which connects with the I-40 in both Needles, California, and in Lake Havasu City. The Town is located near many major metropolitan areas, including 35 minutes from Lake Havasu City, 35 minutes from Quartzsite, two hours from Palm Springs, California, 1.5 hours from Laughlin, Nevada, 2.5 hours from Las Vegas, and two hours from Phoenix.

The Town's economy is based primarily on tourism, retail trade, and services, as Parker's ideal year-round climate makes it a destination point for both summer and winter visitors. The major employers are the Parker Unified School District, La Paz Regional Hospital, Parker Indian Health Clinic, BlueWater Resort & Casino, and governmental agencies.

Parker has a median household income of \$71,305 and an average home value/price of \$315,000.

GOVERNANCE & ORGANIZATION

The Town of Parker operates under a council-manager form of government. The Town has seven Council Members, including the Mayor, who are elected at-large to four-year staggered terms with no term limits. The Mayor and Council enact local legislation, adopt budgets, determine policies, and appoint the Town Manager and other officers deemed necessary and proper for the orderly government and administration of the affairs of the Town.

The Town has 55 employees and a total fiscal year budget of \$19,029,524.

ABOUT THE DEPARTMENT

The Town Manager's Office reports to the Town Council for proper administration of the Town's daily operations. The new Town Manager will be expected to implement the policies established by the Council and ensure all departments work in alignment to support the Town's goals in a fiscally responsible manner with outcomes that produce high efficiency and quality customer service. Direct reports to the Town Manager include the Finance Manager, Community Development Director, Public Works Director, Chief of Police, Town Clerk, Magistrate, Senior Center Director/Community Health, and Library Manager.

THEMES

The Town of Parker's Themes, which represent its Core Values, are as follows:

- ★ To be a Town that provides its residents with quality jobs and services and promotes an array of recreational, educational, and special event opportunities to serve residents and visitors.
- ★ To be a Town that supports redevelopment efforts that build upon the assets of the Town, while pursuing new opportunities for investment to expand the Town's asset base.
- ★ To be a Town that provides opportunities for a variety of housing choices in well-maintained and attractive residential neighborhoods.
- ★ To be a Town that adequately maintains a safe and efficient circulation system with special attention paid to the aesthetics of major corridors.
- ★ To be a Town that preserves and enhances the small-town atmosphere through the redevelopment of the Downtown Parker area as an aesthetically pleasing and enjoyable place to walk, shop, and participate in events.





ABOUT THE POSITION

The Town Council appoints a professional Town Manager to oversee the Town's operations and carry out policies set by the governing body.

Essential responsibilities include:

- ★ Serves as the principal advisor to the Mayor and Town Council and exercises independent judgment within broad policy guidelines.
- ★ Evaluates and analyzes issues and policies, and makes recommendations for implementation.
- ★ Identifies and monitors goals and objectives and assures effective communication of actions required to meet the needs of internal and external customers.
- ★ Prepares and submits annual reports of financial and administrative activities, including the Town budget, to the Town Council, keeping Council advised of financial conditions, program progress, and present and future needs of the Town.
- ★ Confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in the affairs of Town.
- ★ Builds and maintains positive working relationships with the Mayor, Town Council, co-workers, other Town employees, the public, officials, and representatives from other local, state, federal, and Tribal agencies using principles of honesty, integrity with a focus on customer service.

OPPORTUNITIES AND CHALLENGES

Intergovernmental Relations – The Town Manager must build relationships and work closely with the Colorado River Indian Tribes and other local and state agencies. The successful candidate must understand the unique diversity of the community and seek partnerships to represent Parker's interests within the region.

Economic Development – The new Town Manager is expected to coordinate with the La Paz Economic Development Corporation to attract and retain additional retail, restaurant, and other recreational businesses and employment opportunities to Parker.

Housing – Parker seeks to improve its existing housing stock and produce additional living opportunities with a focus on affordability for all lifestyles.

Fiscal Sustainability – The new Town Manager will need to focus on the Town's financial operations, find new and creative ways to fund Town operations through grants and/or partnerships to support capital and infrastructure needs, and ensure fiscal efficiency, sustainability, and transparency.

OPPORTUNITIES AND CHALLENGES CONTINUED

Hometown Pride – The incoming Town Manager will be responsible for developing programs to reinvigorate pride in the community that includes the development and execution of programs to improve aesthetics, policies to ensure consistent application for land uses and the creation of additional recreational programs.

Future Growth – The new Town Manager will have the unique opportunity for executing a feasibility study and master plan related to the development of “Parker South.” It will also be important to revisit and update the Town’s General Plan to ensure it aligns with the strategic direction of Council.

Organizational Effectiveness – The new Town Manager will be expected to evaluate the Town’s policies and staffing, including professional development and training needs, and organizational structure, in order to ensure Town operations are adequately positioned to develop and execute the goals that support the Town Council’s strategic vision for Parker.

IDEAL CANDIDATE

Residence in Parker is not required, however, the Council is expressly interested in seeking an individual who will be committed to and engaged with the Parker residents and community as a whole. The next Town Manager will be expected to participate in various aspects of community life, be a visible, approachable and respected figure within the community, and actively communicate the Town’s activities as it relates to the community.

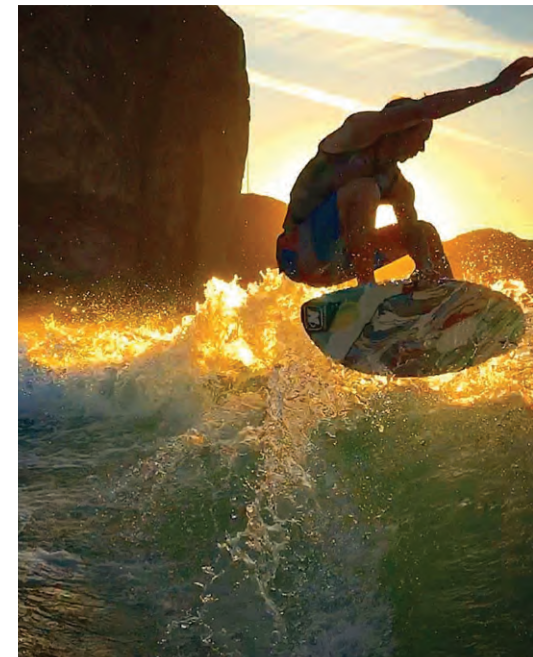
The new Town Manager should also be a strong administrator who is knowledgeable about the council/manager form of government. The successful candidate will be a relationship builder preferably experienced with intergovernmental relations. A solid working relationship must be developed with various groups, including the Colorado River Indian Tribes, school and county officials, and the Parker Regional Chamber of Commerce. The successful candidate will demonstrate a personable, collaborative style with excellent verbal and written communication and presentation skills.

The next Town Manager should have demonstrated solid leadership skills including staff development, motivation, team building, conflict resolution, accountability, and performance management.

EDUCATION AND EXPERIENCE

The successful candidate will have a bachelor’s degree in business administration or public administration, plus a minimum of seven years municipal government experience. An equivalent combination of education, training, and experience may be considered. Experience in municipal planning and an understanding of Arizona water laws is a plus but is not required.

Strong financial skills are required. The successful candidate will have skills to identify programs, obtain sources for funding and prioritize and present the annual budget.





COMPENSATION AND BENEFITS

The salary range for the Town Manager position is \$103,000 - \$155,797 depending on qualifications and experience. The Town offers a comprehensive benefits package including a generous range of leave and medical and life insurance as well as wellness benefits. Parker also has a dedicated car available for the Town Manager to use at all times. The Town of Parker is on 4-10 schedule with Fridays off. Parker participates in the Arizona State Retirement Plan and the Nationwide 457b deferred compensation plan.

The new Town Manager will be eligible to receive temporary living expenses and reasonable relocation if needed.

APPLICATION PROCESS

[Please apply online](#)

For more information on this position contact:
Debra Stapleton, Senior Vice President, SGR
debrastapleton@governmentresource.com
602-206-3536



The first review of applications is February 13, 2023

The Town of Parker is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check and a pre-employment drug screening.

RESOURCES

Town of Parker
<https://www.townofparkerarizona.com/>

Parker Economic Development
<https://www.townofparkerarizona.com/economic-development.html>

Parker Town Manager's Office
<https://www.townofparkerarizona.com/town-manager.html>

Parker General Plan
<https://www.townofparkerarizona.com/general-plan.html>

Parker Regional Chamber of Commerce
<https://www.parkeraz.org/>

