



LOCAL GOVERNMENT
PERSONNEL SERVICES

January 25, 2023

Anne Heath, City Administrator
City of Coburg
PO Box 8316
Coburg, OR 97408

RE: Executive Recruitment Proposal

Dear Anne,

Thank you for taking time out of your schedule to visit with LGPS Program Manager, Stacey Marple, last week. She has consulted with me regarding your inquiry into our Executive Recruitment services. We look forward to responding to your request for services as you prepare to hire Coburg's next City Administrator.

Over the last couple of years, LGPS (Local Government Personnel Services) has developed a recruitment package that covers most of the activities we discussed in our phone conversation. Support for this package is completed with existing LGPS/LCOG (Lane Council of Governments) staff and myself, the Executive Recruitment Consultant. We offer this base package for a not to exceed amount of \$8,500. Past recruitments for Veneta, Lowell, and Silverton have run less than our quoted not to exceed amount.

Not to exceed costs include:

- An executive recruiter that will be responsible for all work associated with the activities outlined below
- Travel expenses associated with this recruitment (if required)
- Advertising
- Background check for the finalist(s)
- Administrative support for collection of resumes, posting ads, and other work required to complete the recruitment

Activities anticipated for Coburg's City Administrator Recruitment are below, *however*,

- With your job description and expectations available immediately, this could be used to begin development of a flier and other documents prior to the notice to proceed.
- Although, on site meetings are possible as staff requires, Zoom meetings have worked well in past recruitments to accomplish our goals.

Recruitment Activities Outline

1. Authorization to Proceed Feb 14, 2023
2. Meet With City: Job Research
(Location and Sophistication of Municipality) Feb 14, 2023
3. Finalize Timeline, Prepare Document Drafts (Fliers, Posting) Feb 21, 2023
4. Meet with City: Finalize Documents
(Fliers, Position Description, etc.) Mar 01, 2023, *week of*
5. Go Live: Job Posting, External Advertising Mar 01, 2023
6. First Applicant Screening (*Job open until filled*) Apr 03, 2023, *week of*
7. First Interview Screening by Recruiter
(Review, summarize, phone interview all qualified candidates) Apr 10, 2023, *week of*
8. Present Candidates to Hiring Official: On Site or Virtual April Council Meeting
9. Notify Advancing Candidates: Arrange and Schedule Interviews TBD
10. Interview Finalists: On Site TBD
11. Help Prepare Final Offer
12. Conduct Background Check
13. Provide Final Offer, if desired
14. Notify Non-Advancing Candidates
15. Discuss Contract as Requested, turn over to Manager /legal /HR /...

If there are any other questions you might have, please don't hesitate to give me a call. I am available any time.

Thank you for the opportunity to help you with this important recruitment,

Ross Schultz
for Local Government Personnel Services
city-x.ross@gmail.com
503-516-6509