



City Council Agenda Memo

Crest Hill, IL

Meeting Date: July 15, 2024

Submitter: Dave Strahl, Interim Human Resources Manager

Department: Human Resources

Agenda Item: Consideration of Recruitment Contract for Director of Public Works

Summary: Attached is a contract proposal from Gov HR/MGT to undertake the professional outreach to recruit a Director of Public Works. This service level is the same as the contract for services that Gov HR/MGT performed regarding the Director of Community Development position. The proposed services include a position assessment and position announcement, advertising, candidate recruitment, and outreach. Any advertising expense over the allotted \$2000 would be a direct reimbursement to Gov HR/MGT by the city.

These proposed services, as illustrated by the efforts previously with regard to the Director of Community Development recruitment, are reaching out to potentially interested candidates and advertising for the position in the typical professional publications. Gov HR/MGT will accumulate the candidates' resumes and forward them to the city for review and consideration. Gov HR/MGT will not provide any review or vetting of applicants and all coordination regarding interviews and related activities are the responsibility of the city.

The Director of Public Works opening was advertised for about 6 weeks in April and May 2024 in professional public works publications and the Illinois City Management Association Job Mart. The result of this effort yielded less than 5 applicants of which none were deemed qualified for the complexity of the position responsibilities.

Recommended Council Action: Direction to the staff whether to proceed with the contract for services for recruitment of the Director of Public Works.

Financial Impact: \$7000. Potential additional expense for additional advertising only with prior city approval.

Funding Source: Human Resources Budget.

Budgeted Amount: Not budgeted.

Cost: \$7000.

Attachments: Draft proposal included.

\\Documents\\Position Recruitment\\Dir PW\\Council July 15 Memo DPW Recruitment Contract Proposal.docx