



Building Inspector Recruitment Services Proposal

LocalGov
STAFFING SOLUTIONS

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LocalGovStaffing.com
LocalGov Staffing Solutions, LLC

Executive Summary

LocalGov Staffing Solutions (LGSS) is pleased to present this proposal to assist the City of Crest Hill with the recruitment and selection of one Building Inspector. LGSS is a recruitment firm dedicated exclusively to serving local government organizations. We partner with municipalities, counties, and special districts to identify and secure high-caliber professionals who demonstrate leadership, integrity, and a strong commitment to public service. With nearly two decades of experience in public sector recruitment, LGSS understands the unique demands of hiring within local government.

Recruitment Process Overview

LGSS conducts comprehensive recruitment efforts designed to identify and engage qualified public sector professionals. Each recruitment begins with a consultation to define position requirements, organizational priorities, and desired qualifications to ensure alignment from the outset.

We utilize targeted advertising combined with direct outreach to both active and passive candidates. All applicants are screened through live interviews and qualification verification prior to presentation to the client. Only candidates who meet the established criteria are advanced for consideration.

Throughout the engagement, LGSS maintains consistent communication, provides defined timelines, and coordinates all aspects of the interview process. Our approach is organized, efficient, and designed to support a thorough search and a confident hiring decision.

Building & Vetting the Candidate Pool

Inspector recruitments call for careful vetting more than volume. Candidates need the right certifications, a working knowledge of the adopted codes, and the ability to deal well with contractors, residents, and staff. LGSS confirms each of these before a candidate is presented to the City.

Scope of Services

LGSS will provide comprehensive recruitment services for the position, including the following:

1. Position Consultation & Recruitment Planning

- ◆ Meet with designated leadership to confirm position expectations, qualifications, and compensation parameters
- ◆ Review organizational priorities and desired experience
- ◆ Confirm advertising strategy and outreach approach

2. Advertising & Targeted Outreach

- ◆ Prepare and post position announcements on relevant online job boards
- ◆ Conduct targeted outreach to qualified professionals within relevant networks
- ◆ Engage both active and passive candidates to expand the applicant pool

3. Application Review & Candidate Screening

- ◆ Review all submitted applications and resumes
- ◆ Conduct live video interviews with qualified candidates
- ◆ Verify credentials, experience, and overall alignment with position requirements

4. Candidate Presentation

- ◆ Present qualified candidates to the client for review
- ◆ Provide screening summaries and relevant supporting materials
- ◆ Assist in identifying candidates to advance to interviews

5. Interview Coordination

- ◆ Coordinate scheduling of interviews
- ◆ Assist with development of interview questions
- ◆ Support communication with candidates throughout the interview process

6. Reference, Background & Public Record Review

- ◆ Conduct professional reference checks for the finalist candidate
- ◆ Coordinate comprehensive background screening of the finalist candidate
- ◆ Conduct public record and online presence review

7. Offer & Placement Support

- ◆ Assist with offer preparation and negotiations
- ◆ Coordinate communication with selected candidate
- ◆ Support transition through start date confirmation

Professional Fee & Payment Terms

Recruitment:	Original Fee	10% Repeat Client Discount
Building Inspector:	\$19,000	\$17,100*

Investing in Long-Term Partnerships

LGSS values its ongoing partnership with the City of Crest Hill. As a repeat client, the City will receive a 10% discount on all services contracted with LGSS.

*Included in the Professional Fee

The professional fee includes full-scope recruitment services as outlined in this proposal, **including one candidate background screening for the position.** Consultant travel is included at no charge; the consultant is local to the area.

*Not Included in the Professional Fee

Advertising Sources

Advertising costs are not included in the professional fee and would be billed at actual cost only if approved by the City. Because the City has been recruiting for this position for some time without success, LGSS will first review the City's prior recruitment efforts, including where the position has been advertised and how it has been marketed. LGSS will then work with the City to determine the most appropriate advertising strategy based on that review, the desired candidate pool, budget, and recruitment timeline. An advertising estimate will be provided to the City for approval before any advertising costs are incurred.

Payment Terms: Invoices are payable within thirty (30) days of receipt.

- 25% of the professional fee upon execution of the agreement
- 50% of the professional fee upon presentation of the recruitment report and recommended candidates, including advertising fees.
- 25% of the professional fee upon completion of the recruitment process.

Candidate Guarantee

If a selected candidate voluntarily leaves employment or is terminated for cause within sixty (60) days of the start date, LGSS will conduct one additional search at no additional professional fee. Any direct recruitment or advertising expenses associated with the new search will be the responsibility of the City.

This guarantee applies if LGSS is notified in writing within three (3) months of the position becoming vacant and assumes no material changes to the position scope.

Conclusion

LocalGov Staffing Solutions appreciates the opportunity to support the City of Crest Hill's recruitment needs. We understand that hiring within local government carries significant operational and community impact, and we approach each search with that responsibility in mind.

Our team is committed to conducting a thorough, organized, and proactive recruitment process while maintaining consistent communication and accountability at every stage. We remain engaged until the position is successfully filled and are prepared to begin the search upon your authorization.

Laurie Pederson will serve as the primary point of contact for this proposal and the recruitment process.

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We look forward to the opportunity to partner with the City of Crest Hill.