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TO: Mayor and City Council
FROM: Dave Strahl, Interim Human Resources Representative
DATE: March 1, 2024
SUBJECT: Recruitment Process – Community Development
Department Director

The Community Development position will close on March 9, 2024.

Once the posting period ends there will be a need to create a process to evaluate and ultimately fill the position. The current ordinances require the appointment of department directors to be a function of the mayor with advice and consent from the city council. I am not familiar with any process that was used in the past so, if there is such a process already in place, it could be utilized. However, absent an existing process there is a need to define the steps and responsibilities to get a full evaluation of the candidates to determine the best person for the city.

Community Development/Economic Development Director Position:

The city contracted with Gov HR to post and accept the resumes from interested applicants for this position. The deadline for expressing an interest in this position is March 8. GovHR will forward all resumes to the city for review and consideration which will be the completion of the contract for services for GovHR.

Recommended Process:

1. Once the resumes are received, they are reviewed by the Interim Community Development Director and Interim HR Representative. This review will focus on the minimum relevant job experience to determine which candidates would be worthy of additional consideration.
2. This initial list will be reviewed with the Mayor and Interim City Administrator to confirm the candidates recommended for additional consideration meet the minimum job experience levels.
3. Once that confirmation is completed the candidates will be invited to participate in remote interviews conducted by the Interim Community Development Director and Interim HR Representative asking standard questions to determine experience applicability, education, and overall general knowledge of planning and economic

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development. If there are any specific topic areas or questions the mayor, city council, or Interim City Administrator would like to be included they could be added to the list to be asked.

4. Once these preliminary remote interviews are completed the Interim Community Development Director and Interim HR Representative will forward a list of candidates worthy of additional consideration. This list will include preliminary impressions of the candidates recommended for further consideration. The list will be forwarded to the Mayor and Interim City Administrator.
5. If the recommended list of candidates is acceptable for further consideration, the recommended candidates will be invited in for personal interviews. The interviews will consist of a panel of city representatives consisting of the Mayor, Interim City Administrator, Interim Community Development Director, and two/three select alderpersons. There will be a standard set of questions that will be used to determine experience and applicability for this position.
6. Depending on the quality of the candidates interviewed there would likely be at least two final candidates that could be invited to meet the city council for an interview with the full council. This would be in closed session and a final candidate would emerge from these finalists for conditional job offer. (This step is optional depending on the direction of the city council and mayor.)
7. A conditional offer would outline the starting wages, benefits, job duties, etc. The offer would be conditional until the background and reference check could be completed. Once that is completed a mutually agreeable starting date will be determined.

The process outlined for this position is a recommendation based on common Human Resources review procedures. However, if there are recommended changes that the Mayor or City Council would like to be modified to reflect it those can be made prior to the review process starting.

Please advise Human Resources of these recommendation changes at the March 11 City Council Meeting.