



City Council Agenda Memo

Crest Hill, IL

Meeting Date:	November 20, 2023
Submitter:	Dave Strahl, Interim HR Representative
Department:	Human Resources
Agenda Item:	Approval of Scope of Services Agreement – Gov HR, Community Development Director Position

Summary: City Council consideration of engaging Gov HR to perform the professional outreach recruitment for the Community Development Director position. Gov HR has several different scopes of recruitment processes depending on the level of involvement of either the recruitment firm or the municipality. The “professional outreach” process is the lowest cost option with a base price of \$4500, plus advertising costs. This level of service limits the recruitment effort to developing the position announcement, placing the advertisements (at additional cost), collecting the application materials and forwarding the application materials to the municipality for further action. Staff would work closely with the recruitment firm to develop a comprehensive position announcement. However, the announcement will not be a detailed recruitment brochure since the development of a brochure would require considerable interaction among the elected officials, staff and the recruitment firm to develop generating additional cost.

A brochure is attached for information purposes from a previous recruitment. The information contained in the document will need to be updated. In addition, the position announcement will not be as comprehensive as the brochure. Also attached is a copy of the recruiting services scopes offered by Gov HR. There has been no other discussions with Gov HR as to projected prices for other services available at this time.

Recommended Council Action: Approval of an agreement to enter into a scope of services contract for professional outreach recruitment process by Gov HR for the purposes of recruiting a Community Development Director.

Financial Impact:

Funding Source: General Fund.

Budgeted Amount: Not Budgeted

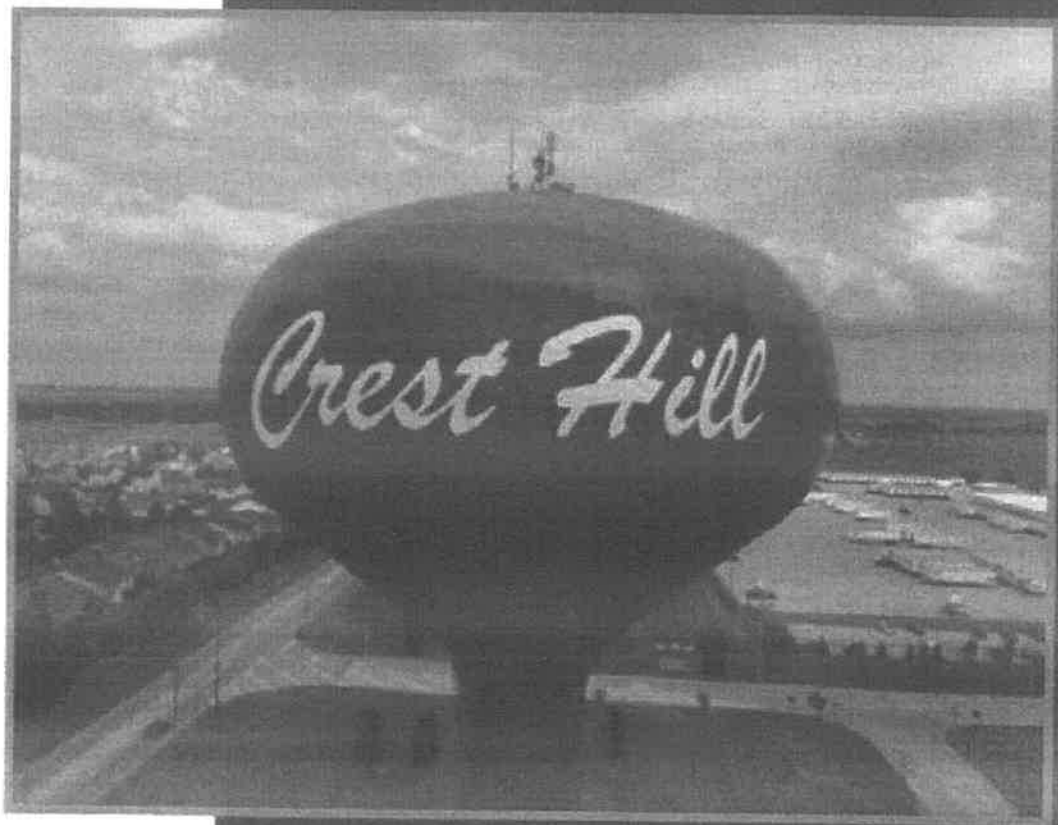
Cost: \$4500, plus advertising costs.

Attachments Previous Community Development brochure and the Gov HR recruitment scope of services menu.



CREST HILL, ILLINOIS

COMMUNITY AND ECONOMIC
DEVELOPMENT DIRECTOR



EXECUTIVE RECRUITMENT



Crest Hill, Illinois (pop. 20,459). The City of Crest Hill is seeking a collaborative and assertive professional for its next Community & Economic Development Director. The Director manages the activities of the City's Community Development Department and directs programs to encourage and support residential and commercial development activity in the City of Crest Hill.

ABOUT THE CITY

The City of Crest Hill is a strategically located community of strong neighborhoods, bustling commercial districts and beautiful open space in Will County that was incorporated in 1960 to preserve its small-town character. The City is located about 40 miles southwest of Chicago and is bordered by Romeoville to the north and Joliet to the south, with close access to I-55, I-80 and I-355. Crest Hill is home to Carillon Lakes, a highly desirable senior living community with 1,100 homes; an industrial park anchored by Amazon, and two active TIF Districts, and a third district in process. The City is making multi-million-dollar upgrades to its wastewater treatment plants and has joined the Joliet Water Commission to purchase Lake Michigan water in 2030.

Year-round recreational opportunities are provided by the Lockport Park District. Residents can enjoy an 18-hole golf course, recreational programming, a community center, pool and numerous playgrounds throughout the community. Residents and visitors alike flock to Siegel's Cottonwood Farm, which hosts an annual Pumpkin Patch, Corn Maze and other seasonal activities.

Crest Hill is a full-service community with a \$50 million total budget (including a \$10.6 million General Fund), a 'AA' bond rating, low bonded debt and healthy reserves. A professional City Administrator oversees a staff of 68 full-time employees (70 FTEs) in the departments of Community Development (includes the planning and building divisions), Police, Public Works & Streets, Water & Wastewater, and Finance. Fire and emergency medical services are provided by two outside Fire Protection Districts.

The City is nearing completion of a new municipal building, which will encompass the administrative offices, council chambers, community center, police department, and memorial garden. Planned development on the 18-acre site includes a 4-acre park/community gathering space, retail, and residential, with walking and bike trails. The White Oak Public Library is also located on the site.

Future development opportunities include retail and commercial along Weber Road, 74-acre and 200-acre sites with residential and retail, expansion of an existing industrial park, sale of the old city hall for a retail development, and over 600 acres of desirable State-owned and unincorporated land primed for development.



ABOUT THE POSITION

Reporting to the City Administrator, the Community & Economic Development Director is a highly responsible professional position that plans, coordinates, and manages the operations of the Community Development Department; and develops and implements plans, policies, and programs to promote and increase residential and commercial activity in the City of Crest Hill. The Director is responsible for coordinating staff support to the Planning and Zoning Commission. Additionally, this position promotes business development and retention and oversees the activities of the Building and Planning Divisions (currently two administrative positions, two building inspectors, and one planner).

CANDIDATE QUALIFICATIONS

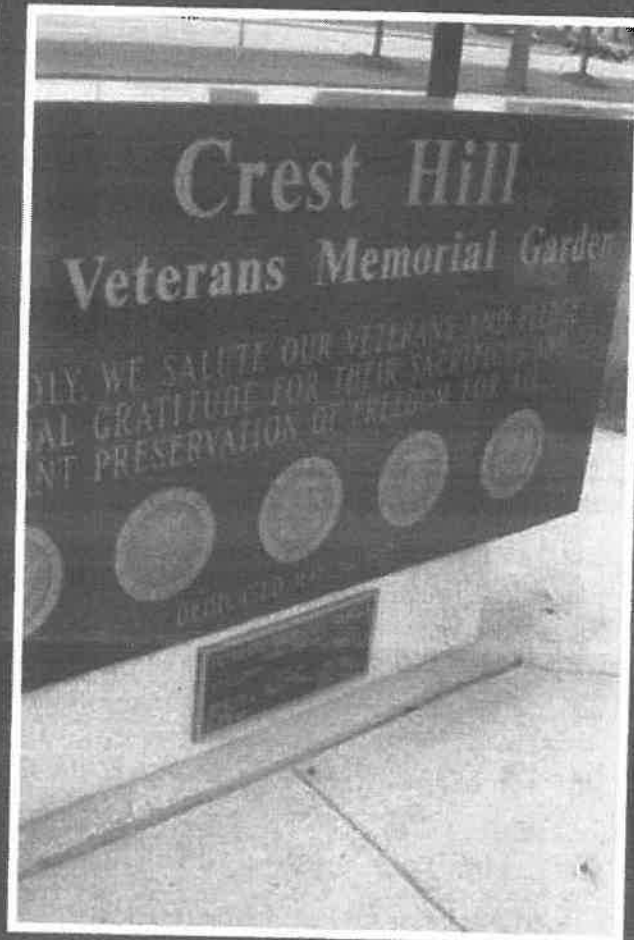
The City is seeking an experienced and collaborative Director to lead the Community Development Department. The successful candidate will have:

- Bachelor's Degree in Planning, Economic Development, Business or Public Administration or related field. A Master's Degree in same is preferred.
- Minimum of five years of progressively responsible related experience, preferably in planning, economic development; or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Certification with the Economic Development Council (CECD) and/or American Institute of Certified Planners (AICP) preferred. GIS experience is desirable.
- Knowledge of rules, regulations and effective implementation strategies for community and economic development programs and incentives, such as tax increment financing, other sales and property tax incentive programs, and developer agreements.



COMPENSATION & BENEFITS

The anticipated salary range is \$105,000 - \$130,000 +/- DOQ. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to dependents), flexible spending account, and life insurance. The City also offers paid vacation, personal leave, holidays and sick leave. The City does not have a residency requirement.



SELECTION PROCESS

Apply online at www.govhrjobs.com with a resume, cover letter and contact information for five professional references by April 8, 2022. Confidential inquiries may be directed to Maureen Barry, Senior Vice President, GovHR USA at 224-282-8306.

The City of Crest Hill is an Equal Opportunity Employer.

RECRUITING SERVICES



SCAN ME

GovHR USA
offers tiered services
to meet your
recruitment needs.

GHR GovHR USA
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EXECUTIVE RECRUITMENT FULL SCOPE *Call for Quote*

- Develop detailed brochure and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview with qualified candidates, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Schedule candidate interviews
- Full background screening, additional reference checks and news media search conducted
- Present draft interview questions
- Consultant will facilitate interviews of top candidates
- Assist with negotiations and offer to selected candidate
- Notify all applicants of appointed candidate

EXECUTIVE RECRUITMENT LIMITED SCOPE *Call for Quote*

- Develop a flyer and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview with qualified candidates, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Notify all applicants of appointed candidate

VIRTUAL RECRUITMENT \$9,500 *(plus advertising)*

- Develop position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources and extensive email outreach
- Share announcement with GovHR's professional network
- Prepare assessment matrix that matches candidate's qualifications against position requirements
- Submit top tier candidates to client along with all recruitment applications



PROFESSIONAL OUTREACH \$4,500 *(plus advertising)*

- Develop position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources and extensive email outreach
- Share announcement with GovHR's professional network
- Submit all resumes to client after application deadline

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