



REQUEST FOR COUNCIL ACTION

AGENDA DATE: April 14, 2025

AGENDA ITEM: Consider GMP Consultants Director of Finance Recruitment Proposal.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The City requests authorization to engage the services of a professional recruitment firm to assist in the hiring process for the Director of Finance position.

The Director of Finance is a critical leadership role responsible for overseeing the City's financial planning, budgeting, reporting, and overall fiscal health. Given the strategic importance of this position, it is imperative that we attract a highly qualified and experienced candidate. A recruitment firm specializing in executive-level municipal placements will provide the expertise, resources, and reach necessary to identify and evaluate top-tier candidates.

The hiring process for such a key role is complex and time sensitive. Utilizing a recruitment firm will help ensure a thorough, efficient, and competitive process that aligns with the City's goals and standards.

We have received four (4) proposals from recruitment firms and are recommending entering into an agreement with GMP Consultants for the Director of Finance recruitment. The fee for conducting a Director of Finance search is \$18,000 plus expenses. Examples of expenses includes website, job board advertising (\$1,600 - \$2,200 est.), direct mail announcements (\$1,300 - \$1,900 est.), travel, and background checks (approx.\$225 per candidate). Full recruitment for this position is expected to take 3-months to complete.

The cost for this recruitment expense will be paid from the Administration budget.

REQUESTED COUNCIL ACTION:

Make a motion to enter into an agreement with GMP Consultants for Director of Finance Recruitment, as outlined in the GMP Consultants Engagement Letter.