

October 2, 2023

To: Mayor and Members of City Council

From: Joyce A. Parker, Executive Recruiter

Subject: Potential Semi-Finalists for City Administrator Position

I have reviewed all resumes and conducted interviews of those I believe meet some or all requirements for the Lathrup Village City Administrator position. The evaluation process was based on the criteria established by the city as part of the candidate profile process. In order to evaluate candidates, desired and required qualifications were a major consideration as part of the review process. This memo has been prepared to assist in your selection of semi-finalists for the position. We received 10 resumes for the position. Of those, two are outside of Michigan.

Stated below are three potential candidates for your consideration. The candidates are not in any order of preference, but rather in the order they were received.

During the interviews, each candidate was given several questions dealing with their background, experience, skills, and abilities. Summaries related to the interview with each candidate are stated below for your review.

**Candidate # 6:** The candidate has a Bachelor of Science degree in Business Administration from Central Michigan University and a Master of Public Administration degree from East Carolina University. The candidate is currently employed as assistant city manager in a city in Michigan with a population of 59,000. The candidate also served as interim city manager after the manager left the city for three months. The candidate was previously employed for another city in Michigan with a population of 9,300 as assistant city manager/community development director for three and a half years; and as village manager in a village with a population of 1,565 for two years. The candidate is interested in the Lathrup Village City Administrator position because of professional goals and because the candidate is familiar with the community and has friends in the area. The candidate's strengths, skills and abilities include community development, planning and zoning experience, community engagement, and budgeting. The candidate has experience with all facets of budgeting from developing the budget to oversight of the budget. The candidate currently has oversight and control of the budget. An accomplishment the candidate is most proud of is updating the master plan and DDA plan. The plans had not been updated for over 12 years.

Current Salary: \$106,000

**Candidate # 8:** The candidate has a Bachelor of Arts degree in Political Science from Western Michigan University and a Master of Public Administration degree from Oakland University. The candidate was previously employed with a city in Ohio with a population of 300,000 for thirteen months as director of economic inclusion. Before this position, the candidate worked in a charter township in Michigan with a population of 33,000 for one year; economic development director for a city with a population of 8,435 for one year and as business development coordinator for a community alliance for two years. Professionally, the candidate is interested in the position because it would be an advancement for the candidate. The candidate supervised twelve people in the candidate's area of responsibility. The candidate had a department budget but was not responsible for the city budget. The candidate's strengths, skills, and abilities include communication skills, economic development, and the ability to connect with people of different backgrounds. A major accomplishment for the candidate was receiving an award from Crains for work done with Michigan Works.

Last Salary: \$139,000

**Candidate # 10:** The candidate has a Bachelor of Public Administration degree from Eastern Michigan University and a Master of Business Administration degree from Walsh College. The candidate is currently employed in Michigan, in a city with a population of 61,000, as Finance Director for six months. The candidate indicated the culture and working conditions are not compatible with expectations. The candidate is also employed on a part-time basis as finance director for two smaller communities on a limited basis for eight years and five years, respectively. The candidate works Saturdays in one community and two hours per week in the other community. The candidate would like to continue with the part-time positions, if offered the Lathrup Village City Administrator position. Before the full-time position, the candidate was employed in a city with a population of 67,000 for one year as finance director. The candidate's strengths, skills and abilities include the candidate's financial experience, grant writing and administration and reorganization. The candidate wrote grant applications and received awards of \$12 million in one of the cities where the candidate is currently employed.

Current Salary: \$110,000 in the full-time position

Please let me know if you have questions or require additional information.

**Lathrup Village Candidate Summary**

NAME	BAC. DEG.	MAS. DEG.	5 YRS. EXP.	COM/ED	BUD/FIN	HR EXP.	PUB/WRKS.	INT/REL
1.	Yes,, BA	Yes, MS	Yes, 13 Yrs.	Yes	Yes	Yes	Yes	Yes
2.	Yes, BS	Yes, MPA	Yes, 8 Yrs. PS	No	No	Yes	No	Yes
3.	Yes, BA	No	No	No	No	No	No	No
4.	Yes, BS	No	No	No	No	No	No	No
5.	Yes, BS	Yes, MA	No	No	No	No	No	No
6.	Yes, BS	Yes, MPA	Yes, 8 Yrs.	Yes	Yes	Yes	Yes	Yes
7.	Yes ,MA	Yes, JD	Yes, 15 Yrs	Yes	Yes	Yes	Yes	Yes
8.	Yes, BA	Yes, MPA	Yes, 5 Yrs.	Yes	Yes	Yes	No	Yes
9.	Yes, BA	Yes, MPA	Yes, 20 Yrs.	Yers	Yes	Yes	Yes	Yes
10.	Yes, BPA	Yes, MBA	Yes, 13 YRS	Yes	Yes	Yes	Yes	Yes

## Notes:

BS=Bachelor of Science

BA=Bachelor of Arts

BPA=Bachelor of Public Administration

MS= Master of Science

MPA= Master of Public Administration