

City Manager Executive Search Firms - Summary

CRITERIA	Affion Public	Chris Hartung Consulting	Strategic Government Resources	In House
Qualifications of firm	Since 2000, has provided executive search services for government. Experience in Texas includes City Manager/ ACM searches for Austin, Corpus Christi, Dallas, El Paso, Galveston, Leander, Round Rock, etc.	Since 2009, has provided executive search. Experience in Texas City Manager / ACM searches includes: Taylor, Bee Cave, Lago Vista, Seguin, etc. Several Director searches in Taylor.	Since 1999 has provided executive searches. Experience with Texas City Manager/ ACM searches: Taylor, Leander, Lockhart, Pflugerville, Bastrop, Hutto, etc. Several Director searches for Taylor.	Employed with the City of Manor since 2013
Qualifications of assigned personnel	Mr. Reilly, CEO: 20+ years' experience in Sales, Executive Recruiting and Technology; BA, Marketing. Ms. Sprowls, Recruiting Manager: 10+ years experience, BS, Business Administration.	Mr. Hartung, owner: 25+ years experience with executive searches including for Taylor and 8 years as City Manager. MA, Public Administration.	Mr. Tanner, Senior VP: 31 years, Texas city manager; MA, Public Administration, Ms. Barker, Senior VP: 5+ years corporate recruiter; BS, Biomedical Science. Conducted searches for Taylor.	23 years human resources experience and finance.
Estimated timeline	90 days	14 weeks (98 days)	15 weeks (105 days)	30-90 days
Cost	\$28,000		Not to exceed \$24,900	Budgeted
Contact	Scott Reilly & Gina Sprowls	Chris Hartung	Mike Tanner & Lissa Barker	Tracey Vasquez
Approach to the search process				
Develop Profile and Advertising Strategy	One hour individual interviews to develop position and candidate profile. Get to know organization style and culture.	Meet with Council and others, as requested. Develop profile and brochure for recruiting.	Individual interviews with Council and others to develop position profile.	Meet with Council to establish job profile and description for recruiting purposes.

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Recruit Candidates	Use "extensive" internal database, personal / professional connections, targeted recruiting and other tools.	Advertising with TML, ICMA & outreach by phone to identify potential candidates.	Ad placements, social media, email position profile to key leaders and prospects, phone calls, email, Linked In, etc.	Advertise with TML, ICMA, LinkedIn, City's website, local newspaper, and City's social media resources.
Screen Applicants	Conduct interviews, extensive background check. Conducts internet searches, conduct interviews with candidates. Present a field of 6-8 qualified candidates to client with comprehensive book of information.	Screen based on resumes, questionnaires. Meet with Council, identify 6-10 candidates for review (video and Consultant phone interview). Meet Council to identify 4-6 candidates for interviews.	Screen/ rank candidates, present to Council to select 8-12 semi-finalists. Screen semi-finalists with written questionnaires, online video interviews, media search. Briefing book for Council on semi-finalists to decide on candidates for interviews.	Screen/rank candidates present to Council to select qualified finalists. Conduct Law enforcement background investigation.
References	Screen for organizational fit, background checks (criminal, education, financial), and media search. References completed prior to selecting final candidates for interview.	Contact named & unnamed references to gather information. On request, conduct social media check. Pinkerton Investigations (court, driving, education).	Comprehensive media search, comprehensive background checks (Credit, crime, driving, education, etc.). Conduct reference checks, up to 20 contacts for a candidate.	
Interview and complete search	Consultant involved in interview process to facilitate interviews. Consultant will assist on final employment matters such as negotiation process and notification of unsuccessful candidates.	Available for interviews, prepares binder with suggested interview questions. Available to assist with salary / benefits negotiations. Commits to no soliciting of candidates for other current searches.	Schedule interviews, provide interview questions, assist in process. Can provide data on employment agreements, assist in negotiations. Additional post-hire support, as requested.	Schedule interviews, provide interview questions prepared by current City Manager, complete previous employment and referral investigation
Guarantee:	24 month guarantee	24 month guarantee + continue search if no one hired from initial pool.	18 months guarantee	