



MBD Staffing
A Diverse Staffing Agency

**City of Stevenson – Statement of Work:
Executive Recruitment for City Administrator
and Clerk/Treasurer**

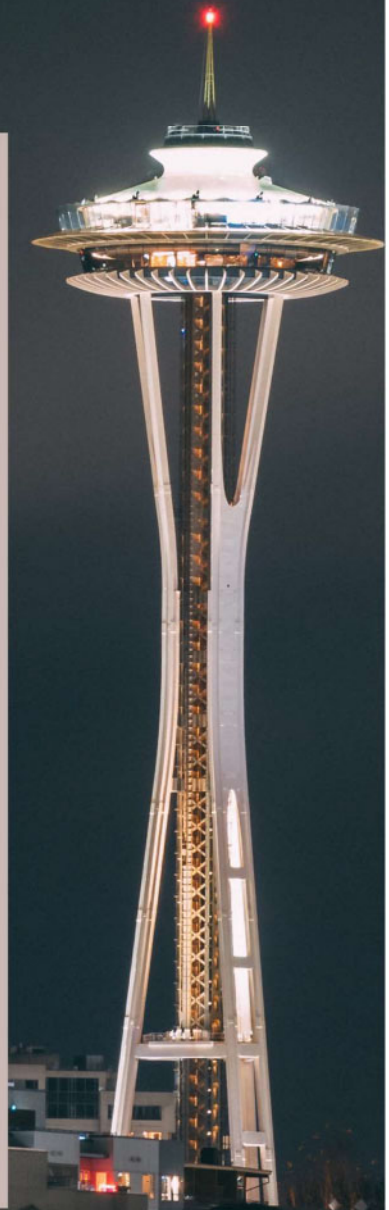
Submitted: September 23, 2024

PREPARED by

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September 23, 2024

Dear City of Stevenson,

We are pleased to submit this Statement of Work in response to the City of Stevenson call for Executive Search services for City Administrator and Clerk/Treasurer positions.

MB Diversity, LLC (MBD) is a staffing recruiting and managed resource company with an emphasis on diversity and inclusion. Our recruiters and staff are focused on the market demand to see more diversity in the workplace. We meet this demand by providing companies with qualified candidates with diverse backgrounds. We provide these resources by tapping into our natural network of different associations and organizations which cater to diversity and excellence. With these affiliations, we provide great candidates attractive and needed by the market. MBD specializes in three areas: Consulting (Workplace, Diversity/Inclusion), Staffing (Contract, Permanent, Contract to Hire, Retained Search), and Managed Services (Sales Desk, Help Desk Tier 1-3, Human Resources). MBD is an OMWBE certified business. We place an emphasis on recruiting diverse candidates across all fields.

We believe our team is the best candidate to consider because: (1) our team is committed to diversity and inclusion across all industries; (2) our team has extensive experience in identifying and recruiting highly qualified executive staff for government agency positions; and (3) our team is prepared to support City of Stevenson in the efficient and effective recruitment of a City Administrator and a Clerk/Treasurer.

Thank you for your time and consideration. We look forward to partnering with the City of Stevenson team.

Sincerely,

Anthony Burnett
President
MB Diversity Staffing
anthony@mbdstaffing.com



Leadership Position Recruitment Services for City of Stevenson
Statement of Work (Proposed)

The City of Stevenson wishes to engage MB Diversity, LLC (d.b.a. MBD Staffing) on a consultancy basis for the purpose of full cycle Talent Acquisition (Recruitment Services).

Key Results:

- Evaluate the current hiring strategies and provide tools that are necessary for the team to become more efficient.
- Assist with education on subjects like the decision-making process of when to hire the right candidate.
- Make adjustments that will increase productivity in the recruitment/onboarding process.
- Hire City Leadership and Clerk / Treasurer employees within an 18-month timeframe, while following an adjusted talent acquisition process.

Analyze:

We will analyze the following Current processes by observing many different aspects of the organization as it pertains to recruitment:

- Job descriptions
- Hiring practices
- Talent acquisition methodology
- Interview loop
- Onboarding
- Conduct surveys to determine the voice of the employees.

Consult

MBD Staffing will be consulting the City of Stevenson - Recruitment Services of City Administrator and Clerk / Treasurer on several components within the Talent Acquisition process. This includes but is not limited to:

- 1) Applicant pool analysis “buzz word” between the position description and potential candidates
- 2) Job Description review and possible suggestion.
- 3) Recruitment of qualified applicants pool (after the recruitment starts) sending applicants through the City’s job site.
- 4) Creating a cultivating “the deeper dive” questionnaire for applicants that meet or exceed the minimum qualifications.
- 5) Review and providing feedback on potential interview questions with the right mix of “markers” (technical skills, communication, interpersonal skills)
- 6) Review and feedback of current “recruitment and retention” analysis.
- 7) Viewing and providing alternative training methodologies and onboarding practices for new employee(s).

Best Practices

Complete a Market Analysis which includes but is not limited to:

- Marketplace salary
- Hiring Difficulty
- Competition Assessment
- Employers of Choice
- Outside Markets

After Marketplace Analysis which includes but is not limited to:

- Reviewing and Updating Job Descriptions to tailor-fit City of Stevenson's specific staff needs.
- Sourcing strategies and techniques to attract great talent for the City Administrator and Clerk/Treasurer while conducting a nationwide search.
- Adjusting the Interview timeframes which will allow the City of Stevenson a way to hire top talent.
- Constructing Interview questions so that the information given by each candidate is maximized.
- Instructions on Candidate follow-up / Correspondence. This should ensure that the candidate is engaged throughout the process.

Implementation

MBD Staffing will:

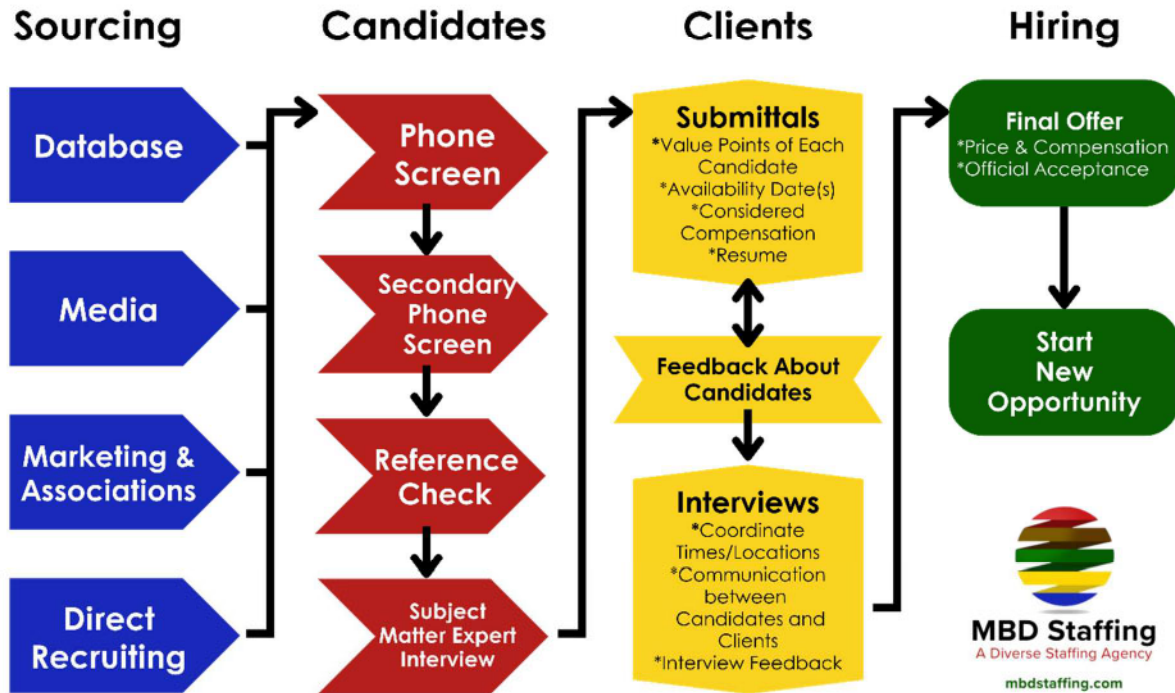
- **Search**
Our team will source candidates from our national database, association and partnerships, and natural network.
- **Provide**
We ask consultative and behavioral questions to ensure that the resumes that are received are qualified candidates and are a great cultural fit for the city.
- **Interview**
We manage the process– interview prep to scheduling to follow up and feedback. Every candidate goes through a rigorous interview prep.
- **Navigate**
We navigate the candidates through a full on-boarding process. From background checks to who they will report to on their first day. Candidates are well informed and ready to go even before they start work.

Our Continued Partnership affords us the opportunity to manage the entire process including, but not limited to:

- Provide information on marketplace (competitive salary ranges, trends, and difficulty of the search)
- Aggressive candidate sourcing
- Resume Editing
- Direct Submittal to the client (project manager) or to an application system/process
- Coordination of the entire interview process (phone, and in person)

- Feedback and follow up – daily, weekly, monthly and per request.
- Evaluation of interview process
- Background check/Reference check
- Finalizing offer letter and start date.

Below is an overview of MBD Staffing Process:



Estimated Total Cost:

MBD's recruitment services will cost 45,000 USD.

During this time, we will bill weekly for our efforts and should the placement take place sooner, we will bill accordingly.

References:

Pavlik, Anna
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Glenn, Regina
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Brooks, Yolonda
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