



TO: Mayor Chuck Barney
Members of the City Council

FROM: Lisa Jundt, Human Resource Director

DATE: April 18, 2018

SUBJECT: Recruitment Services for Community Development Director Position

I. RECOMMENDED ACTION

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1. Recommend to approve using the services of Prothman Company for the recruitment of the Community Development Director position; and further, authorize the Mayor to sign the contract on the City's behalf.

II. DEPARTMENT CONTACT PERSONS

Lisa Jundt, Human Resource Director 857-4753

III. DESCRIPTION

A. Background

The Human Resource Department has been unsuccessful in hiring for the position of Community Development Director. The position has been advertised since late February with very little qualified applicant activity. The Human Resource Department has received information from ten (10) individuals for the position; however, the majority of these applicants lack the required background or experience for the position. The Human Resource Director would like to again utilize the recruitment services of Prothman Company, the firm who assisted in the 2016 hiring of Minot's City Manager and 2017 recruitment for Finance Director. Prothman is a professional recruiting organization that has wide reach in finding qualified applicants for government and professional positions, and will have better capability of finding the best candidate to fill the Community Development Director position.

Proposed Project

Recruitment of the position will take approximately 8-10 weeks to complete. Prothman Company's professional fee for recruitment is \$13,500, plus expenses; normal expenses include, advertisement, recruitment materials and fees and will cost approximately \$4,500. If a qualified candidate is not chosen from the initial search, Prothman will repeat the sourcing and screening for a fee of \$800 plus expenses. Sourcing for this position will begin immediately following the approval of the contract by City Council.

IV. IMPACT:

a. Strategic Impact:

A professional recruitment firm's broader reach in the employment market could potentially lead to locating a dynamic, qualified individual to fill this important position.

B. Service/Delivery Impact:

A professional recruitment firm has more resources available to efficiently and effectively complete the process in a timely manner.

C. Fiscal Impact:

Funds for the professional service fee and expenses will come from salary and benefit savings of the currently vacant Planning Director position approved in the 2018 Budget. The Planning Director position will be eliminated from future budgets and replaced with the Community Development Director position.

Project Funding

001-3500-419.01-10

V. ALTERNATIVES

The Human Resource Department can continue to source the position utilizing their limited means and capability.

VI. TIME CONSTRAINTS

This position will oversee a combined department to include Planning and Building Inspection divisions. Leadership skills of the person selected for this position are important to the success of both departments that are currently in transition and minimally staffed in some aspects.

VII. LIST OF ATTACHMENTS

None