

## City of Bethel Action Memorandum

Action memorandum No.	AM 23-06		
Date action introduced:	April 11, 2023	Introduced by:	Mayor Henderson
Date action taken:	April 11, 2023	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	K M		

Authorize the City Clerk's Office to Initiate and Organize the Recruitment Process for the City Manager Position.

**Attachment(s):** Executive Level Team Salary Summary

<b>Amount of fiscal impact:</b>	<b>Account information:</b>
\$30,000 (budget modification needed)	City Clerk's Office Other Purchased Services 100-52-6335

In lieu of City Manager Williams' retirement effective June 30, 2023, the Bethel City Council wishes to begin recruiting for a qualified replacement.

### Step One *City Clerk*

City Clerk begin advertising the following position description:

Bethel has been a fiscally conservative driven community placing value on keeping the financial stability of the community at the forefront of their capital planning and growth. The total budget for 2022-2023 including all funds is about \$31 million with a general fund budget of around \$15.3 million. The city currently has 100 FTE employees. The position vacancy is due to the city manager retirement.

The City of Bethel is seeking an experienced open-minded leader who instills trust and confidence through dynamic leadership. The successful candidate will demonstrate creative problem-solving through teamwork, partnerships, sound judgement, and decision-making. The City Manager oversees multiple projects and deadlines. The individual must be a strong communicator, detailed oriented, technologically savvy and outcome driven.

The candidate must appreciate Bethel's history and work on moving the organization forward while preserving the community's culture and identity. The candidate will present experience in community outreach and civic engagement and understand the importance of providing the public accurate and timely information.

### Education and Experience

A bachelor's degree in public administration, public policy, business or related field and a Master's in Public/Business Administration from an accredited college or university is preferred along with extensive progressively responsible experience (5 to 7 years) in local government management, including significant experience at a senior level interacting with elected officials and stakeholder groups. Experienced assistant and/or deputy managers/administrators are also encouraged to apply. Alaska experience is preferred.

The starting salary range for the position is \$135,295-\$168,965, DOQ. The City offers an outstanding

fringe benefit package including low cost health, dental and vision, and generous leave. Residence in the City is required. The City will provide relocation assistance, temporary housing assistance, and temporary take-home vehicle use.

The advertisements of the position prior to passing along the process to an executive search firm will be through social media, city website, local newspaper, Anchorage Newspaper, and Alaska Municipal League website. The City Clerk's Office has the authorization to modify the content of the position description if necessary.

Note: The salary range presented (\$135,295-\$168,965) represents the City Manager's Grade M 4, step 7 -15 out of 19 steps to accommodate a candidate with 5 -10+ years of experience as a city manager/administrator or similar. *See Executive Level Team Salary Summary.*

### **Step Two City Clerk**

Obtain written quotes and qualification statements from executive search firms to assist the city in the recruitment process.

The description of services would include:

- Work with the City Council to finalize job description and competitive salary package.
- Work with City Council and staff to finalize ideal candidate characteristics.
- Develop recruitment materials.
- Advertise and market the position.
- Conduct qualifications screening of applications.
- Conduct preliminary interviews with the most qualified candidates and recommend semi-finalist for screening interviews with the City Council.
- Develop candidate profiles for all semi-finalists and assist in the coordination of on-site interviews for semi-finalists.
- Conduct reference, education, criminal, financial (including credit), and civil background checks for the finalist.
- Maintain appropriate contact with applicants at each phase of the recruitment process.

The qualification statement would require:

- Name of the individual(s) who would be assigned to work directly with the City, their relationship with the firm, their relevant experience and how much of that experience is with public sector clients.
- Describe how your firm proposes to help the City fill the position, the timeline anticipated and what guaranty, if any, the firm can provide to the City.
- Does the firm carry professional liability insurance? If so, please indicate the Company and the amount of coverage.
- List at least two public entities for which the firm has performed similar work within the last three years and provide the name and telephone number of a person to contact for reference.
- Provide any other information relative to the firm that might be pertinent to selection as the City's consultant for this project.
- Provide payment terms required for services rendered, including any ancillary costs.

The City Clerk's Office has the authority to modify the description and qualification statements if necessary.

**Step Three *Executive Search Firm Quote Review***

The Executive Search Firm Quote Review will be performed by Mayor Henderson, Vice-Mayor Batchelor, City Clerk Strickler, and Grant Manager John Sargent. The four will review the proposals, individual score the proposals and collectively score the proposals before issuing a recommendation for contract engagement to the full council.

**Step Four *City Council***

Following the recommendation, authorize the negotiation and execution of an agreement with executive search firm.