



COUNCIL WORKSHOP ITEM

ITEM: Executive Search Firm for Village Manager vacancy

DATE: April 19, 2001

PREPARED BY: Greg Zimmerman, Director, Human Resources

PURPOSE: To assist in recruiting the next Village Manager

DISCUSSION:

The essential ingredient in a successful search is understanding the needs of the village, the organization, the position to be filled, the environment and the people one will work with, and the pressures and challenges one is expected to face.

An executive search firm has the expertise to identify the available candidates with the necessary qualifications to lead and manage the village operations. Their task is to develop an accurate village campaign to accomplish the recruiting of the next village manager. This includes identifying current needs, developing candidate profiles, (education, experience, interpersonal characteristics and skills), screening, interviews, recommendation of finalists, and selection process.

The staff invited three major executive search firms to present proposals, i.e. the PAR Group, the DMG-Maximus firm, and the Oldani firm. All three presented proposals, outlining their recruiting campaigns. Copies of these have been distributed to the Council members.

	Search fees	Expenses
The cost factors for this service are: The PAR Group	\$14,500	\$4,000
DMG-Maximus	\$17,500	\$7,500
The Oldani Group	\$19,500	\$12,500

RECOMMENDATION: Approval by the Village Council.


APPROVED BY VILLAGE MANAGER