



**TO:** Mayor Shaun Sipma

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Members of the City Council

**FROM:** Lisa Jundt, Human Resource Director

**DATE:** June 26, 2020

**SUBJECT:** Recruitment Services for City Manager Position

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**I. RECOMMENDED ACTION**

1. Recommend the City Council to approve the services of GovHR USA (GHR) for the recruitment of the City Manager 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

After the termination of the previous City Manager, the City Council authorized the Human Resource Director to start the process of hiring a recruitment firm to assist with locating a replacement for the position. In the meantime, the human resource department began accepting applications from potential candidates to determine if there were qualified individuals who may be interested in filling the role. To date the department has only received three (3) applications from potential candidates, none of which have any leadership or management experience in the area of municipal government or public administration.

In the past several weeks the Human Resource Director has contacted seven (7) recruitment agencies for proposal of recruitment services. Only one (1) of the contacted firms provided a full proposal or quote to this request. The responding agency, GovHR USA (GHR), has substantial experience in Executive Management Recruitment for government entities similar in size to Minot. The remaining six (6) agencies either declined, or did not respond to the Department's request.

Proposed Project

Recruitment of the position will take approximately 12 weeks to complete. GovHR USA has proposed an all-inclusive professional fee of \$25,500 which includes consultant travel, advertisement, recruitment materials and fees associated with the process. If a qualified candidate is not chosen from the initial search, the firm will repeat the sourcing and screening for no additional cost, with the exception of additional consultant travel if needed. GovHR USA will also provide a 12 month guarantee of applicant against termination or

resignation; the replacement recruitment process would be repeated with no additional professional fee, but would include projected related expenses.

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 will come from salary and benefit savings of the currently vacant position approved in the 2020 Budget.

Project Funding

001-0200-413.03-22

**V. ALTERNATIVES**

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

**VI. TIME CONSTRAINTS**

This important position may be a difficult one to fill even with a recruitment firm's assistance. A timely search will be needed in any event.

**VII. LIST OF ATTACHMENTS**

GovHR USA Recruitment Proposal