

REQUEST FOR PROPOSALS

City Manager Recruitment Services

Release Date: Friday, March 31, 2017

Closing Date: Wednesday, April 12, 2017 at 5:00 PM CDT
All RFP's must be received by the closing date and time.

Contact Person: LaRette Reese
Interim City Clerk
(314) 505-8531
lreese@ucitymo.org

City of University City
6801 Delmar Blvd.
University City, MO 63130

I. INTRODUCTION AND BACKGROUND

The City of University City is seeking services from a qualified executive search firm to assist the City Council in an executive search for the vacant City Manager position.

University City, Missouri is a vibrant, highly diverse community of 35,000 at the heart of the St. Louis metropolitan area. A full-service city, University City provides its residents with police and paramedic fire service, eighteen parks and extensive recreation facilities, a library and a full range of public works services with a \$35 million budget.

The community is primarily residential with a diverse range of single and multifamily residences. Home to the Loop, a vibrant business district named on of American's Ten Best Streets and other strong business districts, the City is adjacent to Washington University in St. Louis.

University City has a Home Rule Charter with a model Council-Manager form of government. The City Council, a nonpartisan policy-making body comprised of seven co-equal members includes the Mayor elected at-large and two Council members elected in each of three wards. The City Manager is the city's chief executive, running the day to day operations. Many residents take an active role in the community, serving on more than twenty boards, commissions and committees.

More information can be found on the City website at <http://www.ucitymo.org>.

II. SCOPE OF SERVICES

The following summarizes the scope of services needed for the City Manager recruitment process:

- Have a public meeting with the City Council (City Council defined as all 7 members of the body) to discuss process, recruitment strategy and answer questions about the process.
- Design a robust public participation process for Council approval so that residents can provide their comments and thoughts about attributes they want in the City Manager.
- Meet publicly with the City Council as necessary to facilitate the development of an appropriate candidate profile and list of priorities for the new City Manager.
- Develop and administer a national search for appropriate candidates including a public position announcement and diverse job posting resources.
- Answer questions from candidates and collect application materials.
- Review all application materials received, comparing them to the candidate profile and perform screening interviews as needed.
- Provide a written report summarizing the overall candidate pool and the qualifications of those to be interviewed; recommend or rank the most qualified candidates based on the candidate profile developed and setup interviews for candidates selected by City Council;
- Advise the City Council on interview strategies and appropriate questions to ask candidates; attend the interview sessions and assist the City Council in narrowing the candidate pool to finalists.
- Conduct complete background check on finalist candidates and advise the City Council of the results. Coordinate psychological evaluation with finalist.
- Facilitate the final interview process and assist the City Council to make a selection as needed.
- Assist with employment contract negotiations.

III. PROPOSAL REQUIREMENTS

The proposal should provide a description of the proposer's capabilities to satisfy the requirements for each deliverable specified in the Scope of Services.

While additional information may be presented, the items listed in Scope of Services must be completely addressed in your proposal.

Submit an electronic copy in PDF via email to lreese@ucitymo.org.

The proposal should include the following:

1. **Title Page:** Title page must include the request for proposal's subject; the company's name; the name, address and telephone number of the contact person; and the date of the proposal.
2. **Table of Contents**

3. **Transmittal Letter:** A signed letter of transmittal briefly stating the proposer's understanding of the services to be provided, the commitment to perform the services, a statement why the proposer believes itself to be best qualified to provide City Manager recruitment services to the City of University City and a statement that the proposal is a firm and irrevocable offer for year stated in the RFP.
4. **Qualifications:** Please include background and experience of those professionals who would be involved in the recruitment and selection process from your firm.
5. **Detailed Proposal:** The detailed proposal must address all deliverables especially public participation and the full City Council involvement set forth in the Scope of Services of this request for proposal. Include a detailed timeline of recruitment and selection process leading to a preferred start date by August 2017.
6. **Cost Proposal** including details on proposed payment terms.
7. **References:** Provide the City with at least THREE (3) references from municipalities utilizing your services. The City may contact the references provided.

IV. SELECTION PROCESS

Release Date	March 31, 2017
Proposals Due (5:00PM CDT)	April 12, 2017
City Council Selects Recruiting Firm	April 17, 2017

V. FIRM QUALIFICATIONS AND EXPERIENCE

Please provide:

1. Each respondent shall need to demonstrate that, within the past thirty-six (36) months, have worked with public entities similar to the City of University City to conduct an executive recruitment. Additionally, respondents shall have, within the past twenty-four (24) months, successfully placed at least one (1) executive candidate with a municipal government.
2. Brief information about your company's history, size, number of clients, organization and /or any other information that might aid us in the decision making process.

VI. EVALUATION PROCESS

Proposals will be evaluated by the City Council. The City Council will select the proposal, which is judged to be the most responsive to the City of University City's requirements, and based on ability and fee.

There is no expressed nor any implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the City reserves the right, where it may serve the City's best interests, to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

VII. EVALUATION CRITERIA

The following represents the principal selection criteria which will be considered during the evaluation process:

1. Responsiveness of the proposal.
2. Ability, capacity, and skill of the respondent to perform the services.
3. Responses of the respondent's references.
4. Methodology for conducting the recruitment.
5. Experience of the respondent and its individual professional staff members in performing services for similar municipalities.
6. Qualifications of the professional staff proposed for the project.
7. The sufficiency of financial resources and ability of respondent in performing the contract.
8. The firm's capability to meet the Scope of Service.
9. The Schedule proposed and ability to complete the process in a timely manner.

VIII. CITY RESPONSIBILITIES

The Interim City Manager and Interim City Clerk will be available as needed to assist in coordinating the national search process including scheduling meetings, facilitating interviews, providing recruitment information, benefit package information, etc.

IX. RIGHT TO REJECT

The City reserves the right to reject part of any and/or all proposals, waive formalities or to accept the proposal which best serves the interests of the City of University City.

X. QUESTIONS AND INQUIRIES

Questions and inquiries concerning this request for proposal should be directed to:

LaRette Reese
Interim City Clerk
(314) 505-8531
lreese@ucitymo.org

CITY CLERK

FLSA-

NATURE OF WORK

This is difficult and responsible executive-level clerical work.

Work involves responsibility for preparing the minutes of all City Council meetings, maintaining official and quasi-official manual and electronic records. The City Clerk exercises discretion and independent judgment in performing varied administrative and technical tasks. Assignments are received in general terms and the City Clerk is expected to complete recurring work with no direct supervision. The City Clerk is appointed by the City Council and is their employee. The City Council minutes, ordinances and other permanent records are maintained by the City Clerk.

EXAMPLES OF WORK

- Attends all Council meetings and transcribes the proceedings from handwritten and/or recorded tapes. Prepares minutes for eventual duplicating and distributing.
- Provides general secretarial duties for the City Council, including assisting with business travel and conference arrangements.
- Coordinates each municipal election with the St. Louis County Board of Election Commissioners.
- Processes and maintains ordinances, minutes and other permanently held documents by scanning into a document imaging system for electronic indexing, storage and retrieval.
- Prepares the legislative docket for each regular City Council meeting which lists new and pending legislation before the City Council.
- Drafts Legislative budget and processes all departmental related purchases, payments and transactions.
- Responsible for supplementation and maintenance of the Municipal Code.
- Administers the board and commission appointment process.
- Records ordinances, as required, with the County Recorder of Deeds.
- Signs City business licenses.
- Archives permanent records to microfiche or document imaging on a periodic basis.
- Deputy Voter Registrar for the St. Louis County Board of Election Commissioners.
- Notary Public with the State of Missouri.
- Performs other related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of the procedures, duties, and responsibilities of managing a City Clerk's office.
- Considerable skill utilizing English composition to compose a variety of business correspondence, proclamations, resolutions, etc. quickly, independently and accurately.
- General knowledge of election laws and state laws dealing with the City

- Manager/City Council form of government and home rule cities.
- General knowledge of the organization of municipal government and the functions of the various departments.
 - Ability to work independently on multiple and difficult or complex tasks, often under deadline.
 - Ability to manage and maintain large amounts of legal documents and related tasks.
 - Ability to establish and maintain effective working relationships with City Council and other federal, state and local public officials, City staff, and members of the press and public.
 - Skill in working with a variety of general office equipment and computer systems, laser printers, and scanners.
 - Skill in working with a variety of word processing, desktop publishing, document imaging, Internet, and email applications and procedures.
 - Customer service orientation. *Must be especially* courteous and customer-service oriented.

PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

EQUIPMENT USED TO PERFORM JOB

EXPERIENCE AND TRAINING

- Experience performing executive-level clerical work of a progressively more responsible and difficult nature (prior City Clerk experience preferred);
- Minimum two (2) yrs. college/Associates degree required—including public administration related courses as well as courses in computer operation with emphasis on advanced word processing. Bachelor degree preferred.
- Minimum typing speed 50 wpm.
- MICROSOFT Office Suite proficiency.

City of El Cajon

Position: City Clerk

Salary: \$99,590.40 - \$121,326.40 Annually

Application Filing Deadline: April 14, 2017 at 5:00 p.m.

Posted: 3/14/17

The City Clerk plans, organizes and directs the operations and activities of the City Clerk's Office, maintains custody of official City documents and records, and facilitates Federal, State, Local and School elections.

The ideal candidate must have knowledge of: the Brown Act, Fair Political Practices Commission and Political Reform Act, and California Public Records Act.

At least five years of experience performing executive or legal administrative duties, including office management, supervision and records management is required. The equivalent to completion of high school, including additional college level coursework or advanced training in administrative support, office management, and/or records management is also required. Certified Municipal Clerk (CMC) designation is highly desirable.

To apply, please visit: <https://www.cityofelcajon.us/jobs>.

CITY CLERK

Sylvester, Georgia, population 6,300 with an annual operating budget of \$22,000,000 and a staff of 89 employees, seeks candidates for the position of City Clerk. This position is responsible for managing and supervising the receipt and disbursement of all municipal funds and for serving as custodian of all legal documents for the city. Sylvester is the county seat of Worth County and is ideally located about 20 miles east of downtown Albany. Minimum qualifications: Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to three years, State of Georgia certification as a municipal clerk must be initiated upon assuming the duties of this classification, Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality, certification as a notary public must be obtained after appointment to this position. Salary is open and will commensurate with background and experience. **Send resume and references to:**

**Amanda Hendricks,
HR Manager
City of Sylvester
P.O. Box 370
Sylvester, GA 31791**

This position is open until filled.

City Of Tavares

Position Vacancy Announcement

March 2, 2017

Position Title: Deputy City Clerk
Salary Range: \$33,500 - \$50,250
Posting Number: 419
Closing Date: Open Until Filled

GENERAL DESCRIPTION:

Under the supervision of the City Clerk, this position performs complex executive level administrative functions and tasks. This position works cooperatively with other City departments, City Council, other state, local and county officials and the general public.

ESSENTIAL JOB FUNCTIONS:

1. Responds to citizen and internal public records requests; coordinates with other departments
2. Assists in maintaining records management system, off-site records and updating retention system
3. Performs research and retrieval of public records
4. Provides administrative support to the City Administrator: scheduling meetings, arranging travel, preparing correspondence
5. Assists in maintaining the City website and City Hall digital display board
6. Maintains the City's main Facebook page
7. Provides administrative support to City Clerk, Special Magistrate, City Council, and citizen Boards
8. Maintains ordinances, resolutions, easements, minutes (for boards and committees), covenants, contracts, and other records and documents; maintain databases for each document series.
9. Updates State of Florida General Records Schedule annually, and provides all records coordinators with updated schedules and records series information. Assists the City Clerk in annual training and training material for department records coordinators; assists in the preparation and maintenance of department records.
10. Acts as Staff Liaison, attends meetings and prepares minutes for the Code Enforcement hearings. Acts as backup for the City Clerk for all other Council, Board, Committee Meetings and Workshops.
11. Assists with City Elections

12. Prepares and submits legal ads, display ads and notifications regarding public meetings and ordinances to the media in compliance with local and state requirements
13. Maintains Board appointment records, support, and correspondence
14. Records City documents with the Lake County Clerk of Courts.
15. Department purchasing/budget monitoring, maintains office supplies and purchasing needs, enters purchase orders, processes invoices, and tracks budget and accounts throughout the year for the City Clerk, Administration and City Council
16. Performs special projects assigned by the City Clerk and City Administrator
17. Oversees shredding and destruction of City documents that have met retention requirements
18. Prepares City Departments monthly report for City Council and City Administrator
19. Notarizes and attests City documents. Provides Notary services to city residents.
20. Assists with lien searches by working with Finance, Code Enforcement, and Building Department in the City Clerk's absence.

DEPUTY CITY CLERK

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21. Prepares and administers Domestic Registry Affidavits
22. Performs duties of the City Clerk in the Clerk's absence
23. Provides coverage for City Hall Administration lobby as needed

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of office management practices
2. Knowledge of office filing system, Excel, Access, PowerPoint, Publisher and Photoshop preferred
3. Knowledge of municipal government organization and services provided
4. Ability to organize, file and retrieve volumes of written materials
5. Ability to operate office equipment (computer, audio digital recording software, copier, fax, etc.)

6. Ability to work under pressure with short deadlines
7. Ability to effectively supervise clerical staff member
8. Skill in public relations

EDUCATION AND EXPERIENCE:

1. High school graduation or possession of an equivalency diploma from an accredited educational organization
2. Five to seven (5-7) years secretarial and administrative experience with two (2) years experience in local government administration preferred
3. Must obtain Certified Municipal Clerk certification within three (3) years of hire
4. Must obtain Public Notary within 6 months of hire

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

1. Valid Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- Sufficient eyesight to perform essential job functions (with or without correction)
- Sufficient hearing to perform essential job functions (with or without hearing device)
- Ability to communicate both orally and in writing
- Ability to enter data accurately and timely
- Ability to access file cabinets for properly filing and retrieval of data
- Ability to sit at a desk, view a display screen and enter information for extended periods of time
- Heavy (10 pounds and over) lifting and carrying

ENVIRONMENTAL CONDITIONS:

- Work inside in an office environment
- Travels to off-site records storage site

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

DEPUTY CITY CLERK

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The City Of Tavares is an Equal Employment Opportunity, Drug-Free Workplace and E-Verify Employer. Qualified individuals with disabilities are encouraged to apply and will be reasonably accommodated. Women and minorities are encouraged to apply. Veterans' Preference offered on initial hire per Florida Statute 295. Selected applicants receiving a conditional offer of employment are subject to a criminal, driver, education and employment background check, drug screen, psychological assessment and medical examination. To apply, a City of Tavares employment application and resume with a minimum of ten (10) years complete work history must be submitted to City of Tavares Human Resources no later than 5:00 p.m. on the closing date (if mailed, it must be postmarked no later than the closing date). Internal candidates must submit a completed Internal Transfer Request (available in Human Resources, no later than 5:00 p.m. on the closing date. Minimum qualifications are subject to change pending approval of job description(s). Equivalent combination of related training and experience may be considered. The City of Tavares reserves the right to fill positions prior to the closing date. All positions are regular full-time unless otherwise noted.

City Clerk and Clerk of Council

City of Alexandria VA - Alexandria, VA

Posted: 3/25/2017

City Clerk and Clerk of Council

An Overview

The City Clerk and Clerk of Council is responsible for attending all City Council meetings, records and transcribes the official actions of Council, maintains official records, and notifies others of action taken. The incumbent in this position operates the Office of the City Clerk in an efficient manner, and provides guidance and supervision to a small support staff. Tasks are performed under the general supervision of the City Mayor and Members of City Council.

The Opportunity

- Assists in the preparation of the Council docket, notifies persons when they are to appear at meetings, and assures that required documents are assembled and disseminated to Council members, City staff the City Manager, departments, the press, and to citizens, and reviews agenda (docket) items submitted by departments;
- Attends City Council meetings and records proceedings, drafts minutes, and secures Council approval;
- Responds to citizens' inquiries and complaints, or refers to appropriate department;
- Advertises, keeps rosters for and facilitates appointments to the City's 55 boards, commissions, and committees; and responds to inquiries from the public and staff on public meeting requirements;
- Provides certified copies of Council meeting minutes, City Codes, supplements, and ordinances and resolutions for purpose by the public;
- Advertises legal notices pertaining to appeals of actions taken by the Planning Commission and Board of Architectural Review
- Performs research for Council, City Manager, departments, and citizens, as well as prepares and publishes final copies of reports, ordinances, and resolutions;
- Occasionally prepares verbatim transcripts for Council members and City Manager;
- Performs related work as required.

The Ideal Candidate

To qualify for this position, all candidates must possess a bachelor's degree in public or business administration or a related field; at least five (5) years of progressively responsible administrative experience at a level equivalent to Deputy City Clerk; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Additionally, all candidates must possess or obtain a certification as a Certified Municipal Clerk (CMC) within three years of employment. Preference is given to a CMC or

Master Municipal Clerk (MMC).

To be considered as an ideal candidate, one's application should demonstrate they possess knowledge of the regulations and procedures which concern the preparation of official documents and reports; thorough knowledge of State and local ordinances pertaining to Council proceedings; ability to establish and maintain effective working relationships with the Mayor, Members of Council, department heads and staff members, and with the general public; thorough knowledge of the organization and functions of local government; the ability to take and transcribe dictation; and the ability to provide supervision to subordinate staff.

Note: This position requires the successful completion of pre-employment background checks including but not limited to a criminal background check.

About the Department

The [Office of the City Clerk](#) is responsible for the production and distribution of dockets and supporting materials for Council meetings, as well as receiving applications for Council consideration for appointments to City boards and commissions. The City Clerk keeps a record of the proceedings of meetings of Council and keeps a record of all approved ordinances and resolutions and reports presented to Council for consideration. If you are curious for a broader view, click the [City of Alexandria](#) to learn more about our great City.

An Equal Opportunity Employer

Job Type: Full-Time

Location: Alexandria, Virginia

Agency: City Clerks Office & Clerk of Council

City Clerk

The City of New York Mills (pop. 1,230) is seeking a full-time City Clerk. The position is open until filled; however preference will be given to applications received by April 7, 2017. Starting pay range is \$25.31-\$27.91/hr depending on qualifications. Competitive benefits package. Mail application, resume and cover letter to: Clerk Search Committee, City of New York Mills, Box H, New York Mills, MN 56567 or email to cityclerk@cityofnewyorkmills.org. For more information, or to obtain an application packet, call the City Office at 218-385-2213 or visit the City's website at <http://www.newyorkmills.govoffice2.com>.

Township of Haddon

NOTICE OF POSITION AVAILABLE

The Township of Haddon is seeking a Municipal Clerk with experience in a Municipal Clerk's office a plus. Individual must have the ability to work well with government officials, department heads, employees, and the public. Experience with OPRA is preferred and experience with Edmund's is a plus. Individual should have experience with Municipal Elections and be able to prepare for and attend all Board of Commissioners meetings. Candidate must be able to perform all statutory duties that are required of a municipal clerk.

The position of Treasurer, individual would include signing all township checks, signing all vouchers and purchase orders, and any other duties that may be requested by the Chief Financial Officer.

Candidates should forward cover letter, resume, and salary requirements to Betty Band, Personnel Director at 135 Haddon Avenue, Haddon Township, NJ 08108 or email to bband@haddontwp.com by March 31, 2017.

THE TOWNSHIP OF HADDON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER