



*Local Government Personnel Services/ Lane Council of Governments – Recruitment Proposal*

December 15, 2020

**John Kunkel**  
City of Manzanita

John,

Thanks for allowing the Local Government Personnel Services/ Lane Council of Governments (LCOG) to respond to your request for services as you prepare to hire Manzanita's next City Manager.

Over the last couple of years, LCOG has developed a recruitment package that covers most of the activities we discussed in our phone conversation 12/11. Support for this package is completed with existing LCOG staff and our outside recruiter. We offer this base package for a not to exceed amount of \$10,000. This price covers our costs for the recruitment so any additional services not covered by our package will be at our costs and we can estimate them based on your direction for the scope of the activity.

Anticipated costs include;

- A recruiter that will be responsible for all work associated with the activities outlined below.
- Travel expenses associated with this recruitment
- Advertising
- Background check for the finalist(s).
- Administrative support for collection of resumes posting ads and other work required to complete the recruitment.

Activities anticipated for Manzanita's City Manager Recruitment;



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Recruitment outline/ very rough timeline  
December 15<sup>th</sup>, 2020

- |                                                                                               |                |
|-----------------------------------------------------------------------------------------------|----------------|
| 1. Authorization to proceed –                                                                 | Jan. 6, 2021   |
| 2. Pre meeting research depending on Job, Location and sophistication of Municipality.        |                |
| 3. General time frame and schedule                                                            | Dec. 15,2020   |
| 4. Meet with Council and Develop Needs; - On Site                                             | Jan. 13        |
| 5. Work with Muni Rep, finalize all documents ready to post                                   | Jan.20         |
| 6. Check in with Client - Go no Go                                                            | Jan. 21        |
| 7. Get the Job on the streets (Job Officially Opened )                                        | Jan. 23        |
| 8. Collect Resume applications and Recap ( <u>Job open till filled first review Feb. 23</u> ) |                |
| 9. Present Candidates to Governing Body with recap from 8 above - On Site                     | Mar. 3         |
| 10. Notify Candidates – arrange and schedule interviews                                       | Mar.4          |
| 11. Interview – On Site follow plans from 9 above                                             | (Week of 3/15) |
| 12. Help with offer description                                                               |                |
| 13. Make offer if assigned                                                                    |                |
| 14. Notify un successful candidates                                                           |                |
| 15. Discuss Contract as required                                                              |                |
| 16. Turn over to Manager /legal /HR /...                                                      |                |

Thanks for the opportunity to help you with this important recruitment,

Ross Schultz

*for Local Government Personnel Services/ Lane Council of Governments*  
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