

# REPORT

To the Honorable Mayor and City Council  
From City Council Committee

July 23, 2007

## SUBJECT

City Clerk Recruitment Process

## RECOMMENDATION

Approve by motion a recommendation by the Personnel Committee to have the City's Human Resources Department conduct a recruitment process for a new City Clerk.

## BACKGROUND

In June of this year, the City Clerk announced she will be retiring from City service. The City Clerk has agreed to remain in her position through November 30, 2007. The City Clerk is one of three staff positions that are directly appointed by the City Council. As such, the personnel committee, comprised of Mayor Pierce, Council Member Ira and Council Member Hartnett, met with City staff to examine recruitment options to fill the impending City Clerk vacancy. The first option was to retain an executive search firm to conduct the recruitment for the City. This would come at a cost of \$18,000 to \$22,000. One of the main advantages of using an executive search firm is to tap into the network of candidates a firm may have on both a statewide and national level. Though this is a clear advantage, the Personnel Committee was confident that similar results could be achieved at a fraction of the cost by utilizing the City's Human Resources Department.

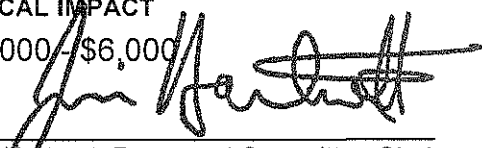
The Human Resources Department will utilize both traditional modes of advertising; professional organizations focused on City Clerks; and other targeted outreach to secure a highly desirable candidate pool. The cost of doing the recruitment process in-house will be in the range of \$4,000 to \$6,000. Since this is an unbudgeted expenditure, a mid-year adjustment will be requested by staff to recoup the actual cost of the recruitment process. If this recommendation is approved by Council, staff would open the position in August and present candidates to the City Council in October.

## ALTERNATIVES

The City Council could decide to retain a search firm. Bids would be requested with fees and expenses expected to be in the range of \$18,000 to \$22,000. This could delay the process and jeopardize having the position filled by the end of November.

## FISCAL IMPACT

\$4,000 - \$6,000



Jim Hartnett, Personnel Committee Chair  
City Council Member

**ATTACHMENTS**

None

**RELATED DOCUMENTS IN CITY CLERK'S OFFICE**

None