



LOCAL GOVERNMENT  
PERSONNEL SERVICES

April 24, 2023

Craig Berdie, Mayor  
City of Yachats  
PO Box 345  
Yachats, OR 97498

RE: Executive Recruitment Proposal

Dear Mayor Berdie,

Thank you for taking time out of your schedule to visit with LGPS Program Manager, Stacey Marple. She has consulted with me regarding your inquiry into our Executive Recruitment services. We look forward to responding to your request for services as you prepare to hire Yachat's next City Administrator.

Over the last couple of years, LGPS (Local Government Personnel Services) has developed a recruitment package that supports the requisition of new leadership. Support for this package is completed with existing LGPS/LCOG (Lane Council of Governments) staff and myself, the Executive Recruitment Consultant. We offer this base package for a not to exceed amount of \$10,500. Past recruitments for Veneta, Lowell, and Silverton have run less than our quoted not to exceed amount.

Not to Exceed Includes:

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

General Notes:

- Meetings will likely be held both in person and remotely.
- The timeline is our best-case scenario, knowing it may have fluctuations due to internal scheduling, entity schedules, and candidate availability.

## Outline of Events

- |   |                              |
|---|------------------------------|
| 1. Authorization to Proceed   | Apr 28, 2023                 |
| 2. Meet With City: Job Research, Position Description Review<br>(Location and Sophistication of Municipality) | May 04, 2023                 |
| 3. Finalize Timeline, Prepare Document Drafts<br>(Fliers, Posting)  | May 05, 2023                 |
| 4. Meet with City: Finalize Documents   | May 10, 2023, <i>week of</i> |
| 5. Go Live: Job Posting, External Advertising   | May 15, 2023                 |
| 6. First Applicant Screening<br>(Job open until filled)   | June 12, 2023                |
| 7. Present Candidates to Hiring Official: On Site<br>(Executive Session)                                      | June 21, 2023                |
| 8. Notify Advancing Candidates: Arrange and Schedule Interviews   | TBD                          |
| 9. Council Interviews Finalists: On Site  | TBD                          |
| 10. Help Prepare Final Offer  |                              |
| 11. Conduct Background Check  |                              |
| 12. Provide Final Offer, if desired   |                              |
| 13. Notify Non-Advancing Candidates   |                              |
| 14. Discuss Contract as Requested, turn over to Manager /legal /HR  |                              |

If there are any other questions you might have, please don't hesitate to give me a call. I am available any time.

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

Ross Schultz  
*for Local Government Personnel Services*  
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503-516-6509