

**CITY OF LINCOLN**  
**SPECIAL COMMITTEE OF THE WHOLE MEETING**  
**AGENDA**  
**DECEMBER 4, 2017**  
**CITY HALL COUNCIL CHAMBERS**  
**FOLLOWING REGULAR CITY COUNCIL MEETING**

1. **Call to Order**
2. **Public Participation**
3. **New Business/Communications**  
Discussion on recruitment for the City Administrator position
4. **Announcements**
5. **Possible Executive Session**
6. **Adjournment**

We welcome the participation of persons with disabilities at all City of Lincoln meetings. If auxiliary aid or service is required for most effective participation and communication, please notify the City Clerk's Office at 217-735-2815 or [cityclerk@lincolnil.gov](mailto:cityclerk@lincolnil.gov) no later than 48 hours prior to the meeting time.

## MEMORANDUM

**TO:** Mayor and Aldermen of the City of Lincoln

**FROM:** Bob Mahrt, Interim City Administrator

**MEETING**

**DATE:** November 28, 2017

**RE:** Discussion on recruitment for the City Administrator position.

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***Background:*** On November 28, 2017, the Committee of the Whole heard a presentation from Katy Rush, GovHRUSA, regarding the recruitment for the full-time City Administrator position. At that time the Committee of the Whole raised concerns over the estimated consulting fees and requested a modification of the proposed contract. The Committee also requested to review the prior recruitment brochure prepared in 2014. (Copies of revised recruitment proposal and the 2014 recruitment brochure are attached for City Council review).

***Fiscal Impact:*** The proposal for recruitment and selection process has been revised includes a Recruitment Fee from \$13,000 to \$11,500; Recruitment Expenses (not to exceed) from \$4,000 to \$3,500; and with Advertising remaining at up to \$2,000.

It should be understood that the City Council may continue to evaluate the recruitment services provided by GOVHRUSA and seek additional cost reductions by completing some of the process in-house.

***Committee of the Whole Recommendation:*** It is recommended that the Committee of the Whole discuss the recruitment and selection process for the City Administrator position and place the item on the City Council Regular Agenda for December 18, 2017.

***City Council Recommendation:*** It is recommended that the City Council adopt a proposal from GovHRUSA regarding the recruitment and selection process for the City Administrator position.



November 15, 2017  
November 29, 2017 (rev.)

Mayor Seth Goodman  
City of Lincoln  
700 Broadway Street  
Lincoln, IL 62656

Dear Mayor Goodman and City Council members.:

Thank you for the opportunity to provide you with a proposal for the City Administrator recruitment and selection process for the City of Lincoln. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

### **Qualifications and Experience**

GovHR is a public management consulting firm serving municipal clients and other public sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois, and work exclusively in the public sector. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities. Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 24 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding*, and indicate that they plan to use our services or highly recommend us in the future.
- Our state of the art processes, including extensive use of social media for candidate outreach and skype interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization, and will provide important information to potential candidates.
- We provide a two-year guarantee for our recruitments. Less than 1% of our clients have had to invoke the guarantee.
- The firm has a total of twenty-two consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Michigan, and Wisconsin, as well as five reference specialists and eight support staff.

Our consultants are experienced executive recruiters who have conducted over 600 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

630 Dundee Road, Suite 130, Northbrook, Illinois 60062  
Local: 847.380.3240 Fax: 866.401.3100 GovHRUSA.com

GovHR is led by Heidi Voorhees, President, and Joellen Earl, Chief Executive Officer. Ms. Voorhees previously spent 8 years with the nationally recognized public sector consulting firm, The PAR Group, and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 250 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, with ten years as the Village Manager for the Village of Wilmette. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

### Consultant Assigned

GovHR Vice President Katy Rush will be responsible for your recruitment and selection process. Her biography is attached to this Proposal and her contact information is:

Katy Rush  
Vice President  
GovHR USA LLC  
630 Dundee Road, Suite 130  
Northbrook, IL 60062  
Telephone: 630.432.2677  
Facsimile 866.401.3100  
[KRush@GovHRusa.com](mailto:KRush@GovHRusa.com)

A complete list of GovHR's clients is available on our website at [www.govhrusa.com](http://www.govhrusa.com)

### References

The following references can speak to the quality of service provided by GovHR:

**Lindenhurst, IL (Village Administrator, 2017) – Katherine Rush**  
Mayor Dominic Marturano  
2301 East Sand Lake Road  
Lindenhurst, IL 60046  
847-356-8252  
[dominic.marturano@gmail.com](mailto:dominic.marturano@gmail.com)

**Lake Bluff, IL**  
**(Assistant to the Village Administrator, 2016)**  
**(Village Engineer, 2015)**  
**(Chief of Police, 2013)**  
Drew Irvin, Village Administrator  
40 East Center Ave.  
Lake Bluff, IL 60044  
847-234-0774  
[dirvin@lakebluff.org](mailto:dirvin@lakebluff.org)

**Hanover Park, IL**  
**(Village Manager, 2012)**

(Director of Public Works, 2014)  
(Director of Finance, 2015)  
(Chief Information Officer, 2015)  
(Human Resources Director, 2016)

Juliana Maller  
Village Manager  
2121 West Lake Street  
Hanover Park, IL 60133  
630-823-5608  
[jmaller@hpil.org](mailto:jmaller@hpil.org)

## Scope of Work

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position. GovHR clients are informed of the progress of a recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

GovHR suggests the following approach to your recruitment, subject to your requests for modification:

### Phase I – Position Assessment, Position Announcement and Brochure Development

Phase I will include the following steps:

- One-on-one or group interviews will be conducted with elected officials, appointed officials, staff, business community representatives and any other stakeholders identified by the client to develop our Recruitment Brochure. The Proposal assumes up to two full days and one night depending upon the client's needs. We can also utilize email and surveys to obtain feedback from stakeholder groups. Previous clients have invited community leaders to meetings with our consultants; other clients have developed surveys for the community or organization; and some clients request we use a combination of these methods to fully understand community and organizational needs and expectations for the next City Administrator. We will work closely with you on the format that best meets your needs.
- Development of a **Position Announcement**.
- Development of a detailed **Recruitment Brochure** for your review and approval.
- Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes 90 days from the time you sign the contract until you are ready to appoint the finalist candidate.

### Phase II – Advertising, Candidate Recruitment and Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 5,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following steps:

- Placement of the Position Announcement in appropriate professional online publications. In addition to public sector publications and websites, outreach will include LinkedIn and other private

sector resources. We can provide the Council with a list of where we intend to place the position announcement, if requested.

- The development of a database of potential candidates from across the country unique to the position and to the City of Lincoln, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I. This database can range from several hundred to thousands of names depending on the parameters established for the outreach. Outreach will be done in person, and through e-mail and telephone contacts. GovHR consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

### **Phase III – Candidate Evaluation and Screening**

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

Candidates will be interviewed by skype or facetime to fully grasp their qualifications, experience and interpersonal skills. The interviews include asking specific questions about their experiences and skill sets as well as asking questions specific to the Position. We will ask follow up questions and probe specific areas. By utilizing skype or facetime we will have an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references and an internet/social media search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR, ensuring that the City of Lincoln's process is professional and well regarded by all who participate.

### **Phase IV – Presentation of Recommended Candidates**

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. GovHR will provide you with a log of all candidates who applied. You may also review all the résumés, if requested.
- GovHR will meet with you on-site to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours discussing the candidates by reviewing their skype interviews and providing excerpts from the references we will have conducted on the individuals.

### **Phase V – Interviewing Process**

Phase V will include the following steps:

- After the Recruitment Report is presented, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample or oral presentation.
- GovHR will develop the first and second round interview questions for your review and comment. GovHR will provide you with interview books that include the credentials each candidate submits, a set of questions with room for interviewers to make notes, and evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.
- GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. In addition to a structured interview with the City, the schedule will incorporate a tour of Lincoln facilities and interviews with senior staff, if the City so desires.
- Once candidates for interview are selected, additional references will be contacted, along with verification of educational credentials, criminal court, credit, and motor vehicle and records checks.
- GovHR recommends a two-step interviewing process with (typically) five or six candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and an evaluation sheet.
- GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

#### **Phase VI – Appointment of Candidate**

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

#### **Optional Assessment Center**

If desired, GovHR will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a very useful tool for evaluating the strengths, weaknesses and skills and abilities of Lincoln's next City Administrator. GovHR consultants will prepare all the related documents and scoring sheets for a choice of any of three (3) of the following exercises to be completed on the Assessment Center day:

- In-Basket Exercise
- Written/Oral Presentation Exercise
- Leaderless Group Exercise
- Structured Interview
- Budget Analysis Exercise
- Personnel Issues Exercise
- Other exercise of the Client's choosing

#### **Leadership/Personality Assessments**

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are

not limited to Luminaspark, Caliper, DISC and others. Typically these tools cost \$300 per candidate to administer. This fee is not included in our proposal.

### Optional 360° Evaluation

As a service to the City of Lincoln, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed City Administrator at about six months into his or her employment. This evaluation will include seeking feedback from both Elected Officials and Department Directors, along with any other constituent the City feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

### Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

- Weeks 1 - 2            On-site interviews of City officials and staff, development and approval of recruitment brochure  
**Deliverable: recruitment brochure**
- Weeks 3 - 8            Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant
- Week 9                 Consultant recommendation to Council of qualified candidates  
**Deliverable: recruitment report**
- Week 10                Selection of candidate finalists by the Council; additional background and reference checks, report preparation and presentation  
**Deliverable: interview reports including suggested questions and evaluation sheets**
- Weeks 11-12           Interviews of selected finalist candidates; Council recommendation of final candidate; negotiation, offer, acceptance and appointment

Summary of Costs	Price
Recruitment Fee:	<b>\$13,000</b>
Recruitment Expenses: (not to exceed)	<b>4,000</b>
<ul style="list-style-type: none"> <li>➤ Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts, copying etc.</li> </ul>	



<b>Advertising:</b>  *Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.	<b>2,000*</b>
<b>Total:</b>	<b>\$19,000**</b>

\*\*This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if requested, for an additional cost of \$900.

The above cost proposal is predicated on four consultant visits to the client; the first for the recruitment brochure interview process (up to two full days and one night, depending upon the client's needs; if additional days are needed they will be billed at \$500 per half day and \$950 for a full day, plus additional hotel charges, if required); the second to present recommended candidates; and the third and fourth for the candidate interview process (second round interviews are often scheduled a week or so following the first round interviews). Any additional consultant visits requested by the client will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Optional Assessment Center Fee: \$6,000\*

\*The fee for the Assessment Center is \$6,000. The fee assumes that the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.

The fee includes the preparation and cost of the Assessment Center material, and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist the City of Lincoln in selecting three (3) professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. The City will be responsible for paying a \$500 stipend to each Assessor (and possibly mileage for the assessors).

The Assessment Center fee does not include lodging, travel and meal expenses for the GovHR facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the \$6,000. If the City of Lincoln chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.

### Payment for Fees and Services

Professional fees and expenses will be invoiced as follows:

**1<sup>st</sup> Payment:** 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

**2<sup>nd</sup> Payment:** 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

**Final Payment:** 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Recruitment expenses and the costs for printing the Recruitment Brochure will be itemized in detail. Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

## Philosophy

Executive search is an important decision-making process for a community and our primary goal is to help our client to make a good decision. Our firm's executive recruitment philosophy embraces a professional process of integrity, trust, and respect toward all parties involved, and complete commitment toward meeting the expressed needs and desires of our client. All of our services are handled by principals of the firm who have established and well-regarded reputations in the search field, as well as actual operating experience in the public management fields in which they now consult. Each has impeccable professional credentials and unblemished personal reputations. Keeping both our client and prospective candidates informed on the status of the recruitment on a regular basis is also an important part of our recruitment process. Our work is carried out in an open manner with particular attention given toward seeking out critical factors of a client's organization and governance, and utilizing such information respectfully and discreetly in seeking out candidates who truly have the ability to meet the expectations and needs of the client—working strenuously in developing a fully qualified, "best match" candidate pool for client consideration. Our process includes assistance in the critical final interview and selection phases of the recruitment, and availability to both client and candidate for months following the appointment. Our process was developed and refined over the years to meet the special, and often unique, needs and circumstances facing our local government, public management, and related not-for-profit clients.

## GovHR Guarantee

It is the policy of GovHR to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Client not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel to Lincoln beyond the planned four visits.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 24 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only, if requested to do so within six months of the employee's departure.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employees for a period of five years.

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## Modified Recruitment Process

GovHR offers a modified recruitment process which requires the City of Lincoln to provide the brochure content along with develop the position announcement. Phase I will be modified as follows:

### Phase I – Position Assessment, Position Announcement and Brochure Development (modified)

Phase I will include the following steps:

- The City of Lincoln will provide GovHR USA with the text and photos and position announcement for the Recruitment Brochure. The text will be provided in the template that is provided by GovHR USA. Once the template is received, GovHR will develop the brochure for publication online.
- Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes 90 days from the time you sign the contract until you are ready to appoint the finalist candidate.

Summary of Costs: Limited Scope	Price
Recruitment Fee:	<b>\$11,500</b>
Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> <li>➤ Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts, copying etc.</li> </ul>	<b>3,500</b>
Advertising: <p>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.</p>	<b>2,000*</b>
<b>Total:</b>	<b>\$17,000**</b>

\*\*This fee does not include travel and accommodations for candidates interviewed.

The above cost proposal is predicated on three consultant visits to the client; the first to present recommended candidates; and the second and third for the candidate interview process (second round interviews are often scheduled a week or so following the first round interviews). Any additional consultant visits requested by the client will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

## Why Choose GovHR?

We ask you to consider the following as you deliberate:

- We are a leader in the field of local government recruitment and selection with experience in more than 24 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of Women Leading Government, the International Hispanic Network, the California Network of Asian Public Administrators, and the National Forum for Black Public Administrators.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via Skype, conducted reference calls, and media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.

- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees  
President  
GovHR USA

Attachment: Consultant Biography

**ACCEPTED BY THE CITY OF LINCOLN, ILLINOIS**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_

## CONSULTANT BIOGRAPHY

### **KATHLEEN F. RUSH** **Vice President**

Kathleen F. Rush has over 30 years experience as a local government management professional including Woodridge and Riverside, Illinois. She is known for her extensive professional network. From 2009 until 2017, Ms. Rush served as the Village Administrator in Woodridge, a progressive, vibrant, diverse community in south central DuPage County. During her tenure in Woodridge, Ms. Rush was responsible for an approximate \$44.5 million budget and 126 full-time employees. During her tenure in Woodridge intergovernmental cooperation and regional service arrangements were initiated. Technology improvements, including a new phone system and a new Enterprise Resource System solution was initiated and implemented. The use of social media as a key tool for community engagement advanced. There was an improved commitment to infrastructure including the streets and water system. She participated extensively at a leadership level in regional and County-wide agencies ensuring the implications of decisions were considered during decision making.

Ms. Rush served as the Village Manager in Riverside, Illinois (a national historic landmark) from 1998 to 2009. Riverside is a unique, small town with a high demand for resident service and attention to historic preservation. Designed by Frederick Law Olmsted, designer of Central Park, NY, the Village of Riverside presented a unique set of challenges and projects. The community is known for its significant amount of open space, distinctive zoning and curvilinear streets. The community retains its historic character that essentially has been unchanged since 1879. The community is part of the National Park Service inventory of designated landmarks. During her tenure, financial challenges provided a great deal of experience. Capital project financing, operational reductions and increased service demands were a focus. Significant water, street, sewer, forestry projects were completed. Significant grant funding assisted in the financial undertakings. In Riverside, Ms. Rush was supervised both parks/recreation and fire services as well as other typical Village operations.

Prior to serving in the Manager's role in Riverside, Ms. Rush did serve as the Assistant Village Administrator in Woodridge where she was responsible for human resources, information technology, purchasing, agenda management, community relations, special events and Village Board support. She served as the acting Director of Public Works and served as the project manager during the construction of a new Village Hall.

Ms. Rush holds a Bachelor of Science degree in Political Science and a graduate degree in Public Administration from Northern Illinois University. She has served in various leadership roles in professional and civic associations including serving as President of the Illinois City/County Manager's Association, President of the Illinois Municipal Management Assistants Association, and Chairperson of the Intergovernmental Risk Management Agency. Ms. Rush presently serves as a Board member and treasurer for the DuPage Credit Union as well as serving on the Board of Directors for the DuPage Federation on Human Services Reform. She has recently completed a term on the Board of Advisors for the Northern Illinois University division of Public Administration. She was selected as the ASPA Administrator of the Year in 2014.



*Announces a Recruitment For*

# **CITY ADMINISTRATOR**

## **For THE CITY OF LINCOLN, ILLINOIS**

GovHR USA, LLC is pleased to announce the recruitment and selection process for City Administrator for the City of Lincoln, Illinois. This brochure provides background information on the City of Lincoln as well as the requirements and expected qualifications for the City Administrator's position. Additional information about Lincoln can be found on the City's website: [www.cityoflincoln-il.gov](http://www.cityoflincoln-il.gov).

Candidates interested in applying for the position should submit their résumé and cover letter, along with contact information for five work-related references by June 30, 2014.

Joellen Earl, Co-Owner

GovHR USA/Voorhees Associates

650 Dundee Road, Suite 270

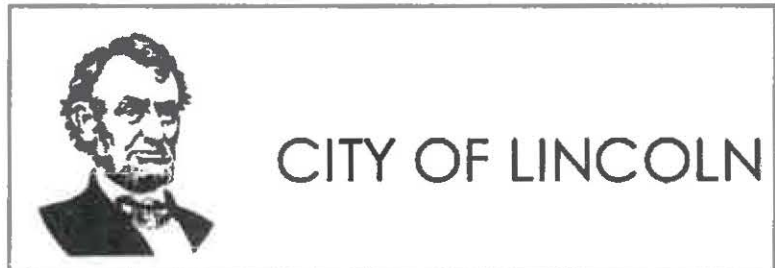
Northbrook, IL 60062

TEL: 847-380-3240

FAX: 866-401-3100

Formal applications should be submitted to:

[www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment)



## **PROFESSIONAL ANNOUNCEMENT**

**Lincoln, IL (14,500)** Vibrant, historic community seeks candidates to apply for the position of City Administrator. The City of Lincoln is located in Logan County, and is a short drive to Peoria, Springfield, Bloomington-Normal, Decatur, and Champaign-Urbana. It is midway between Chicago and St. Louis. Lincoln offers small town charm and scenic farmland as well as the business and entertainment benefits afforded by its proximity to larger cities. Lincoln is the only city in the world named for and christened by Abraham Lincoln before he became President and is home to a number of historic sites and events associated with the presidential namesake, including the Lincoln Heritage Museum and the Postville Courthouse. In addition, Lincoln boasts quality schooling and affordable real estate and is home to three colleges: Lincoln Christian University, Lincoln College, and Heartland Community College.

The City is a full-service community with approximately 61 full-time employees and an annual budget of approximately \$30.6 million. The City Administrator is appointed by the Mayor with confirmation by the City Council and reports to the Mayor and an eight-member City Council. Candidates will be expected to have a background in administering municipal operations, particularly financial and personnel management. Candidates must have three to five years of increasingly responsible experience in a community or organization of comparable size and/or complexity, either as a Manager or Assistant.

The position requires a bachelor's degree in a related field. A master's degree is desired. Candidates must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff, and a proven record in effective service delivery and creative problem solving. Strong writing skills, oral presentation skills, and a collaborative, team-oriented management style are essential.



Starting salary range is up to \$75,000, depending on qualifications and experience. Excellent benefits package. Residency required by first year of tenure. Submit résumé, cover letter, and contact information for five professional references by June 30<sup>th</sup> online to GovHR USA, LLC – [www.govhrusa.com](http://www.govhrusa.com).

## **COMMUNITY BACKGROUND**

Lincoln is centrally located in Illinois along the famed Route 66, offering convenient travel time to major American urban centers. It is a short drive to Peoria, Springfield, Bloomington, Decatur, and midway between Chicago and St. Louis.

Lincoln affords small town charm and scenic farmland as well as business and entertainment benefits. Lincoln is also the only city in the world named for and christened by Abraham Lincoln before he became President and is home to a number of historic sites and events associated with the presidential namesake, including the Lincoln Heritage Museum and the Postville Courthouse.

## City Administrator

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In addition, Lincoln boasts quality schooling and affordable real estate and is home to three colleges: Lincoln Christian University, Lincoln College, and Heartland Community College. It is also the home of the world's largest covered wagon (named the #1 roadside attraction in the nation by *Reader's Digest*). The population was 14,504 at the 2010 census. It is the county seat of Logan County.

### **THE MUNICIPAL ORGANIZATION**

The City of Lincoln operates under the Mayor-Council form of government. The Mayor is the chief executive officer of the City and holds office for a term of four (4) years. The City Council consists of the Mayor and two (2) Aldermen from each ward. There are four (4) wards in Lincoln for a total of eight (8) Aldermen. A City Clerk and a City Treasurer are both elected citywide.

The City Administrator is appointed by the Mayor, with the advice and consent of the City Council. The City Administrator will be chosen by the Mayor and will be considered by the Council solely on the basis of the individual's executive and administrative qualifications.

The City Administrator is the Chief Administrative Officer of the City, reports directly to the Mayor, and is responsible to the Mayor and the City Council for the proper administration of the business affairs of the City.

Examples of duties assigned to the City Administrator are as follows:

Plan, integrate, and evaluate the work and function of all City departments. Assess community and citizen needs and ensure objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality services.

Assess the information technology assets of the City; develop, implement, and monitor an information technology program designed to ensure IT assets are appropriate and effective for the services needed by the City and the community.

Participate in professional and community organizations on behalf of the City; maintain good working relationships with key community constituencies. Participate in regional, state, and national meetings and conferences to stay abreast of municipal trends and technology related to municipal operations.

Attend all meetings of the City Council and be present for all discussions, unless excused by the Mayor or a majority vote of the City Council. Assist the Mayor and the City Council as required in the performance of their duties.

In cooperation with the Mayor, the City Council, and the City Clerk, ensure that appropriate agendas are prepared for all meetings of the City Council, all City Council Committees, and all other appropriate committees and commissions of the City. Assist in the preparation of ordinances and resolutions as requested by the Mayor or the City Council.

Be responsible for the administrative direction and coordination of all City departments, department heads, and their employees in the City according to the established policies and procedures. The City Administrator shall work with the corporate authorities to recommend employee policies and regulations; however, the department heads shall remain responsible for the implementation of the policies and regulations in their respective departments.

Recommend to the Mayor the appointment, suspension, or termination of department heads, and when necessary, for the good of the City, the suspension or termination of other City employees.



Be responsible for all collective bargaining processes, and recommend to the Mayor and City Council bargaining agreements for consideration. Propose to the Mayor and City Council for their consideration such personnel rules and regulations as the City Administrator deems necessary to manage the personnel policies of the City.

Be responsible for the preparation of the annual budget and city budget proceedings, in accordance with established guidelines and in coordination with department heads. Administer the budget as adopted by the City Council and advise the Mayor and City Council regularly as to the present financial condition and future financial requirements of the City. Coordinate and direct the City's efforts to secure alternative funding for City services, including grant writing and other appropriate measures.

### ***OPPORTUNITIES FOR THE CITY ADMINISTRATOR***

#### **Downtown Revitalization**

Several exciting projects related to downtown are underway. The downtown streetscape project will begin this summer with the completion of two demonstration blocks. The downtown and locally owned Lincoln Theater 4 recently announced a \$7 million expansion project to become the Lincoln Grand 8 theater. The City has acquired the 1911 train depot and will restore it using high speed rail funds as the new Amtrak waiting station and as community-focused office space. The consolidation of several community organizations into one unified organization focused on economic development, business retention, and tourism is also underway.

#### **Location**

Lincoln is located on historic Route 66 in the center of the other notable downstate Illinois communities of Bloomington, Normal, Champaign, Urbana, Peoria, Decatur, and Springfield. It presents excellent opportunities for economic development. The City sits on interstates I-55 and I-155, has nine Amtrak stops daily, and is served by a north/south Union Pacific rail line and an east/west Canadian National rail line. One million people reside within a 60 minute drive of Lincoln and 15 million people live within a three hour drive. Logan County and the surrounding eleven counties have an annual economy of \$50 billion.



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#### **Education**

Lincoln boasts a good school system, with three institutions of higher education: Lincoln Christian University, Lincoln College, and Heartland Community College.

#### **Capital Improvements**

A five-year Capital Improvement Program (CIP) is in place in Lincoln. The City recently earmarked a funding source for the planning and construction of a new public safety building. A new public works facility will be con-

## City Administrator

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structed due to some environmental issues on the existing site that are being remediated by the legacy utility companies. A long-term control plan is underway and will be completed by 4/30/15 to address sewer separation.

### **CHALLENGES FOR THE CITY ADMINISTRATOR**

The City has enjoyed the knowledge and skill provided by an outstanding Mayor and City Council, all of whom have dedicated ample time and energy to administration of the overall operations of the City. While the City retained the services of an Interim Administrator for the past 15 months, the new City Administrator will be the first permanent City Administrator hired by the City of Lincoln.

The City has approximately 60 full-time employees. The new City Administrator will have to establish relationships with City staff and make recommendations regarding the City's organizational structure and functions, particularly as they relate to Finance and Personnel policies, procedures, and practices.

### **DESIRED SKILLS AND ABILITIES FOR THE CITY ADMINISTRATOR**

#### **Leadership**

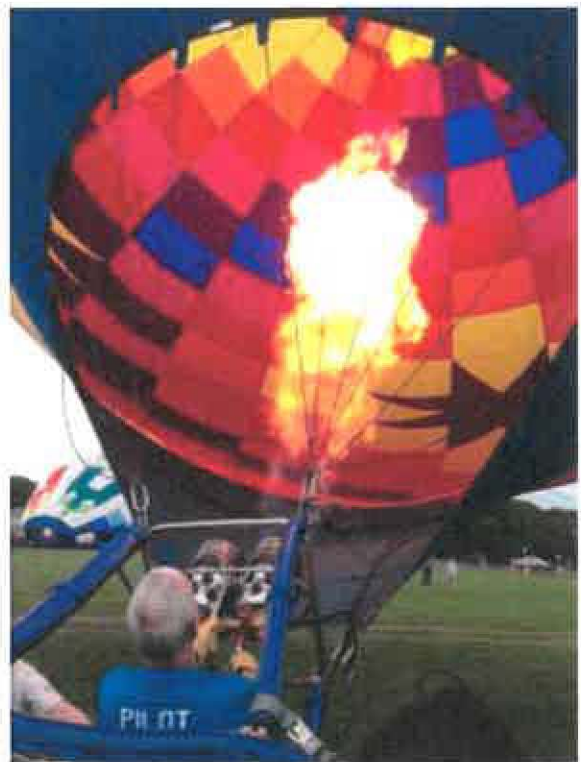
The successful candidate shall possess strong leadership skills, understanding when it is critical to exercise leadership and when to be flexible and adaptable to new ideas and opinions. The person shall have maturity, professional stature, and personal style, which will establish early credibility with City officials, employees and the community at large.

#### **Administrative Ability**

The candidate must have demonstrated strong performance in providing sustained administrative leadership in a local government setting. Excellent communication skills will be required including the ability to listen and communicate with various segments of the community. Critical thinking skills will be essential. The person who fills the position must be willing to devote the time needed to achieve the goals and meet the guidelines established while at the same time maintaining a healthy and appropriate work/life balance.

#### **Budget/Finance/Accountability**

The candidate should have strong skills and prior experience in preparing, recommending, and implementing a city budget. He or she should have strong knowledge of municipal finance and accounting principles. The person should have a commitment to holding departments accountable for their budgeting and spending and being accountable and transparent to the community on matters of City spending and finances. Prior experience and expertise in grant writing and procurement is required, as is dealing with wastewater utility finances.



### **Human Resources Management**

The candidate must have a thorough knowledge of human resources management systems for municipalities. A knowledge and understanding of state and federal laws and regulations governing personnel management will be essential. Knowledge of and experience with personnel rules, compensation plans, employee benefits administration, group health insurance, and risk management are required. Experience in working with a Civil Service Commission would be considered a plus. He or she must have demonstrated leadership ability in coaching, in developing department heads and management personnel, and in assisting management personnel in fully developing the employees of each department.

### **Labor Relations**

The person must have knowledge of Illinois labor relations law and prior experience in public employee collective bargaining. He or she must have the ability to gather comparative information and other data to prepare the City for employee negotiations.

### **Infrastructure and Public Works**

Prior knowledge of street construction and maintenance, sewer infrastructure, basic principles of civil engineering, and the operation of wastewater utilities is desirable. The ability to deal with maintenance issues and project funding is required. The candidate should have the ability to deal with engineering and architectural firms and other types of consultants.



### **Information Technology**

The candidate must have a solid knowledge of information technology utilized by municipalities. Experience in evaluating IT systems and networks, in developing plans for updating IT assets, and in ensuring those systems and networks remain effective for meeting the needs of City government and the community is preferred.

### **Community Relations**

The candidate must have demonstrated involvement in community activities. Experience working with and understanding the needs of the business community is highly desirable. The candidate should be able to present a confident and professional image of the City to the community at large.

### **Council Relations**

The candidate must have the ability and desire to work with Council members to keep them informed, educate them on technical aspects of statutory requirements and public policy matters, and outline policy options. He or she should be able to adequately inform the Council on a regular basis so there are no surprises. Strong written and oral communications are essential in dealing with the Council. The candidate must be open and honest, be able to present all sides of an issue affecting the City, and be able to fully execute the policy directions of the Council.

## City Administrator

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### **Process Management and Improvement**

The City Administrator hired will need to have the skills and experience required to evaluate existing procedures, processes, and systems as well as implement such new procedures, processes, and systems where needed. The candidate should have skills and experience in process improvement: defining, measuring, controlling, improving, and reviewing.

### ***Education and Experience***

A bachelor's degree in public or business administration, finance, human resources, or a closely related field is required. A master's degree is preferred. A minimum of three (3) years of experience as an administrator (or manager) or an assistant administrator is required, with five (5) years preferred. Past experience and knowledge should include supervision of personnel, municipal budgeting and finance, human resources management, information technology, risk management, grant writing, purchasing and procurement, and other related matters including engineering, public works, zoning, and land use regulations and planning. Prior Illinois experience is preferred.

### ***Salary and Residency***

The starting salary for the position is up to \$75,000 depending upon qualifications. An excellent benefits package is available and residency is required within one year of appointment to the position.