



Your Executive Search Solution

**City of Manhattan Beach
Recruitment Price Quote
Community Development Director
June 2014**

SCOPE OF WORK

The scope of work presented represents a comprehensive Community Development Director recruitment that includes the following services:

- Develop ideal candidate profile in consultation with the client/stakeholders
- Design and execute advertising campaign
- Produce and distribute recruitment brochure (traditional & electronic mail)
- Conduct extensive personal outreach
- Conduct screening interviews
- Develop and deliver written report to client (highlighting the results of the recruitment and subsequent screening interviews)
- Design and facilitate candidate interviews with the Client
- Conduct background and reference checks (top candidate)
- Assist client with final selection deliberations
- Assist with negotiations and transition details

QUALIFICATIONS

TB&Co. has extensive experience with recruiting planning, community development and economic development talent. Within just the past three years, we have conducted Community Development/Planning/Development Services Director searches for the Cities of Palo Alto, Carmel, Pasadena, Fresno, San Luis Obispo, Newport Beach, Goleta, Pismo Beach, and Long Beach, along with the County of Napa. In addition, we are currently handling the search for a Community Development Director for the City of San Mateo and will launch a recruitment for Fullerton's Director in June.

REFERENCES

The following references represent recent relevant work in relation to the needs of Manhattan Beach:

- Client:** City of Newport Beach **Tel:** 949.633.3303
- Contact:** Terri Cassidy, Deputy City Manager/HR Director
- Searches:** **Director of Community Development**, City Manager, Assistant City Manager, Director of Administrative Services, Director of Human Resources, Fire Chief, Library Services Director
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- Client:** City of Pasadena **Tel:** 626.744.4366 (main HR)
626.744.4012 (Janice)
- Contact:** Kristi Recchia, Director of Human Resources
Janice Torres, Human Resources Manager
- Searches:** **Planning Director**, Fire Chief (current)
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- Client:** City of Palo Alto **Tel:** 650.329.2294
- Contact:** Sandra Blanch, Assistant Human Resources Director
- Searches:** **Director of Planning & Community Environment**, Fire Chief
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- Client:** City of San Luis Obispo **Tel:** 805.781.7252
- Contact:** Monica Irons, Director of Human Resources
- Searches:** **Community Development Director**, Police Chief, Finance Director, City Manager
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- Client:** City of Long Beach **Tel:** 562.570.6811 (Suzanne)
562.570.6140 (Debbie)
- Contact:** Suzanne Frick, Assistant City Manager
Debbie Mills, Human Resources Director
- Searches:** **Development Services Director**, Fire Chief, Assistant City Manager

PROFESSIONAL FEES

The professional fee for the Community Development Director recruitment will be \$17,500 for the Scope of Work articulated in this quote. This fee includes all onsite visits for the purpose of meeting with the Client and stakeholders as well as facilitating panel interviews and selection deliberation.

REIMBURSABLE EXPENSES (NOT TO EXCEED)

Advertising	\$3,000
Recruitment Brochure & mailing	\$2,500
Misc. supplies/administrative expenses	\$ 400
Printing & FedEx	\$ 375
Background & records checks	\$ 625
Consultant Travel (mileage only)	\$ 350
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Project expenses (NTE)	\$7,250

LEAD CONSULTANT/PRIMARY CONTACT

Teri Black-Brann will serve as the lead consultant and primary contact for this recruitment. Carolyn Seeley (Senior Recruiter) and TBC support staff will also be engaged in the successful completion of this assignment.

Respectfully submitted:



Teri Black-Brann

Date: June 1, 2014

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