

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

99-209

SYNOPSIS -

AGENDA:

MAY 17, 1999

SUBJECT:

EXECUTIVE
SEARCH FIRM
SELECTION -
HOUSING SERVICES
DIRECTOR

The Human Resources Department conducted a telephone survey among several executive search firms (local and national) specializing in public/governmental employment searches to obtain fee information in regard to the Housing Services Director recruitment. RJA Management Services, Inc. (Richard Garcia, President, Arcadia, California) has been selected to conduct a national search to fill the Housing Services Director position.

FISCAL IMPACT -

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

Search firm fees plus related expenses associated with the recruitment (including consultant travel, advertising, background checks) will approach \$21,500, excluding out-of-pocket candidate expenses to be paid out of the Housing Services budget.

RECOMMENDATION -

SUBMITTED BY:

WILLIAM STOWE
HUMAN
RESOURCES
DIRECTOR

Approval.

BACKGROUND -

The resignation of the Housing Services Director William Wilkins effective May 15, 1999, creates a senior management vacancy. Recruitment for this key position may be enhanced through national recruitment relying on resources available from an executive search firm. RJA Management Service, Inc. has worked extensively with small and large public/private/non-profit organizations and has had substantial experience recruiting for Housing Authorities (i.e., City of Los Angeles, California; Los Angeles County, California; Las Vegas, Nevada; San Diego, California; St. Louis, Missouri; and

Sacramento, California). RJA Management Services, Inc. has the greatest level of experience for comparably priced services.

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