

Human Resources/Organizational Development Department

**CITY AUDITOR
 EXECUTIVE SEARCH PLAN**

Background	The City of Gainesville maintains a contract with executive search firms for the purpose of providing executive search services for professional level positions. Selected search firms specialize in the recruitment of executives, management personnel, and industry experts for municipalities.		
Scope of Work	The Search Firm will conduct a broad and thorough nationwide executive search, including recruitment of a diverse group of applicants that demonstrate characteristics, experience and competencies that would qualify them for the City Auditor position. Anticipate about six months from initiation of search to start date of new City Auditor.		
Search Process	Timeline	Activity	Details
○ Information Gathering	1 – 4 Weeks (Sept. 1-22)	Search Firm meets with each City Commissioner, to solidify requirements.	either in person, via Skype or by phone
		Position Profile and Recruitment Strategy developed	using information gathered; includes advantages and challenges of City of Gainesville audit function, core values and highlights of Gainesville
○ Recruitment Activities	6 - 8 Weeks (Sept. 22- Nov 10)	Recruitment	<ul style="list-style-type: none"> • Utilization of Search Firm’s database • Networking and advertisements to generate additional candidates • Specific efforts focused on diversity recruitment • Conduct preliminary interviews • Submission of long list of candidates, including credentials • Recommendation of short list of the most qualified candidates

CITY AUDITOR - EXECUTIVE SEARCH PLAN (continued)

○ Interviews & Selection of City Auditor	2 – 4 Weeks (Nov 10 – Dec 1)	Interviews with Search Firm	<ul style="list-style-type: none"> • City Commission selects semi-finalist group • Search Firm conducts interviews and evaluates those candidates; recommends finalists for interviews with the City Commission
	4 – 5 Weeks over Holidays (Dec 1-20 prep - Jan 5-7 Interviews)	Interviews with City Commission	<ul style="list-style-type: none"> • City Commission selects candidates to interview • City Commission agrees on 10 to 12 questions to ask candidates during the panel interview • Interviews with the City Commission <ul style="list-style-type: none"> ○ Day 1: Full Commission Panel Interview – Auditorium (1 hour each) ○ Day 2: Individual Interviews (1 hour each)
	1 – 2 Weeks (Jan 8 or 22)	Selection of City Auditor	<ul style="list-style-type: none"> • City Auditor selected at next City Commission Meeting following interviews • A second candidate may be selected in case negotiations with the first candidate are unsuccessful • Commission authorizes the Mayor to work with the Search Firm and H. R. to negotiate an offer
○ Employment Negotiations	1 – 3 Weeks (Jan 8 – Feb 2)	Employment Agreement	<ul style="list-style-type: none"> • Search Firm assists with salary, contract, and employment negotiations upon request
○ On-Boarding	2 – 6 Weeks (by Mar 2)	New City Auditor joins City of Gainesville	
Guarantee	The Search Firm will conduct an additional search for no fee should the selected candidate terminate employment for any reason other than lack of work, illness, injury, or death within a specified period of the employment date.		
Job Description	The current job description has been updated and reviewed by our current City Auditor.		
Salary Information	Market data indicates that the median salary for the top auditor in a municipality similar in size and scope to City of Gainesville, and adjusted for Gainesville's cost of labor, is \$143,462.		