

Human Resources/Organizational Development Department

**GENERAL MANAGER – UTILITIES  
 DRAFT EXECUTIVE SEARCH PLAN**

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| <b>Background</b>        | Gainesville Regional Utilities (GRU) maintains a contract with an executive search firm for the purpose of providing executive search services for professional level positions at GRU. Selected search firms specialize in the recruitment of executives, management personnel, and industry experts for the electric, natural gas, and water industries.         |  |  |
| <b>Scope of Work</b>     | 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 General Manager – Utilities position.<br><br>Anticipate six to seven months from initiation of search to start date of new GM. |  |  |
| <b>Search Process</b>    | <b>Timeline</b>  | <b>Activity</b>  | <b>Details</b>   |
| ○ Information Gathering  | 1 – 4 Weeks  | Search Firm meets with each City Commissioner, to solidify requirements. | either in person, via Skype or by phone  |
|                          |  | Position Profile developed   | using information gathered   |
|                          |  | Recruitment Strategy developed   | using information gathered   |
| ○ Recruitment Activities | 6 - 8 Weeks  | Recruitment  | <ul style="list-style-type: none"> <li>• Utilization of Search Firm’s database</li> <li>• Networking and advertisements to generate additional candidates</li> <li>• Specific efforts focused on diversity recruitment</li> <li>• Conduct preliminary interviews</li> <li>• Submission of long list of candidates, including credentials</li> <li>• Recommendation of short list of the most qualified candidates</li> </ul> |

## GENERAL MANAGER – UTILITIES - - - DRAFT EXECUTIVE SEARCH PLAN (continued)

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|--------------------------------|---|---|---|
| ○ Interviews & Selection of GM | 2 – 4 Weeks   | Interviews with Search Firm                                 | <ul style="list-style-type: none"> <li>• City Commission selects semi-finalist group</li> <li>• Search Firm conducts interviews and evaluates those candidates; recommends finalists for interviews with the City Commission</li> </ul>   |
|                                | 2 – 4 Weeks   | Interviews with City Commission                             | <ul style="list-style-type: none"> <li>• City Commission selects candidates to interview</li> <li>• Search Firm verifies education and conducts professional reference checks</li> <li>• City Commission agrees on 10 to 12 questions to ask candidates during the panel interview</li> <li>• Interviews with the City Commission                             <ul style="list-style-type: none"> <li>○ Day 1: Full Commission Panel Interview – Auditorium (1 hour each)</li> <li>○ Day 1: Evening Reception – Public Invited to Meet the Candidates</li> <li>○ Day 2: Individual Interviews (1 hour each)</li> </ul> </li> </ul> |
|                                | 1 – 2 Weeks   | Selection of General Manager                                | <ul style="list-style-type: none"> <li>• GM selected at next City Commission Meeting following interviews</li> <li>• A second candidate may be selected in case negotiations with the first candidate are unsuccessful</li> <li>• Commission authorizes the Mayor to work with the Search Firm and H. R. to negotiate an offer</li> </ul>   |
| ○ Employment Negotiations      | 1 – 3 Weeks   | Employment Agreement  | <ul style="list-style-type: none"> <li>• Search Firm assists with salary, contract, and employment negotiations upon request</li> </ul>   |
| ○ On-Boarding                  | 2 – 6 Weeks   | New General Manager-Utilities joins City of Gainesville/GRU |   |
| <b>Guarantee</b>               | 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.   |   |   |
| <b>Job Description</b>         | The current job description has been reviewed by Kathy Viehe, Interim General Manager; Cecil Howard, Equal Opportunity Director; and Cheryl McBride, Human Resources Director. Minor revisions were made in February, 2014.   |   |   |
| <b>Salary Information</b>      | Market data from 2013 indicates that the median salary for the Top Utility Executive in a utility similar in size and scope to GRU, and adjusted for Gainesville's cost of labor, is \$291,091. This amount is based on custom surveys of peer utilities, APPA data and CompData Utilities surveys. |   |   |