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**AGENDA
TOWN OF CAMP VERDE
WORK SESSION/RETREAT
MAYOR AND COUNCIL
333 MIDDLE VERDE ROAD
CAMP VERDE, AZ 86322
TUESDAY, NOVEMBER 1, 2022 at 5:00 P.M.**

Note: This will be an in-person only meeting.
Council will not be taking public input on the agenda items

**THE RETREAT WILL BE HELD AT:
CLIFF CASTLE CASINO LODGE
JEROME ROOM**

- 1. Call to Order**
- 2. Roll Call. Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.**
- 3. Pledge of Allegiance**
- 4. Discussion regarding next step in the Town Attorney recruitment process. Page 3**
- 5. Discussion regarding next step in the Town Manager recruitment process. Page 9**

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 10-27-2022 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

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Town Attorney Job Posting statistics

After additional directions from the Council the posting was reposted with an updated salary range “depending on qualifications”. The updated job reposting received 3 online applications, 2 are out of state, the third application is from Scottsdale. The job posting itself received a total of 1097 Views/ Hits through Town website, this means that 1097 people viewed the job posting and 99% of those people decided not to apply. Advertised on Governmentjobs.com, Indeed, LinkedIn, League of Cities.

HR was contacted over the phone by another candidate from the Phoenix metropolitan area; however, the candidate could only commit to a maximum of 1 on-site visit in person a month due to the fact that the candidate already had a full-time job at Attorney General’s office, and it was not feasible for him to invest so much time into travel.

After doing a quick search on the salary ranges, please see below:

Cottonwood City Attorney annual \$124,032 - \$186,048; hourly \$59.63-\$89.45

Flagstaff City Attorney annual \$106,745- \$160,118; hourly \$51.32-76.98

Sedona City Attorney annual \$145,080; hourly \$69.75

Prescott City Attorney annual \$170,000; hourly \$81.73

Glendale City Attorney annual \$135,769; hourly \$65.27

Avondale annual \$161,318-\$197,615; hourly \$77.56-\$95.01

Chandler annual \$112,427; hourly \$54.05

Tempe annual \$158,274 - \$212,087; hourly \$76.09-\$101.96

We originally posted the salary range at \$75-95/h. It looks like our job posting salary range is in the competitive range and is not the driving factor for lack of applications.

Please note all the above City Attorney positions are full-time with a full benefits packet. Larger municipalities employ a group of attorneys.

Currently in the state of Arizona you can see 18 job postings for City Attorneys/ Assistant City Attorneys (screenshots below)

<https://www.indeed.com> › [q-City-Attorney-I-Arizona-jobs](#) ⋮

[City Attorney Jobs, Employment in Arizona | Indeed.com](#)

18 **City Attorney jobs** available in Arizona on Indeed.com. Apply to Associate Attorney, Assistant, Attorney and more!

<https://www.indeed.com> › [jobs](#) › [q=The+City+Attorney](#) ⋮

[The City Attorney Jobs, Employment in Arizona | Indeed.com](#)

18 **The City Attorney jobs** available in Arizona on Indeed.com. Apply to Associate Attorney, Attorney, Law Assistant and more!

Town of Camp Verde
Human Resource Department
◆ 473 S. Main Street, Suite 102 ◆ Camp Verde, Arizona 86322 ◆
◆ Telephone: 928.554.0001 ◆ Fax: 928.567.9601◆
◆ www.campverde.az.gov ◆



Town Attorney



Opportunity

Anticipated starting wage \$ 75-\$95/hr DOQ

The Town of Camp Verde is looking to fill a contract part-time position of Town Attorney. We are hoping to find excellent candidates who see this as a chance to move forward in the profession while working in a growing community with many opportunities both professionally and personally.

The Department

The Town of Camp Verde is a full-service community staffed by very dedicated staff who serve a population of over 12,000 citizens in the Verde Valley in the center of Arizona. Camp Verde is a quiet, safe place to raise your children, with a small-town atmosphere, a friendly relaxed, no-pressure way of life. Additionally, we have wide-open spaces, the Verde River, a mild 4-season climate, and panoramic views from the vistas above our valley.

This position is a professional level position that Town Council expects to require approximately 16 hours per week with flexibility at any given time. The Town Council will expect to have the Town Attorney available for Town Council meetings that are normally 2 to 3 times a month in addition to office work. The Town is open to candidates or firms that can dedicate to Camp Verde the expertise needed from the Town Attorney. The Town seeks applicants who have municipal law or legal experience as an attorney with excellent communication skills. The position will be a contracted position working directly for the Town Council.

General Description of Position

This position is appointed by the Town Council, and serves at their pleasure, under the general supervision of the Mayor. The Town Attorney works closely with the Council and Department Heads to provide overall legal advice concerning Town operations.

Duties:

- Ensures Town operations are consistent with applicable law
- Provides legal advice to Council and Staff on issues concerning the Town
- Reviews all pending litigation involving the Town and makes recommendations on the disposition
- Prepares and presents civil cases and litigation including administrative hearings
- Coordinates Town interaction with Town contract attorneys if any
- Coordinates with AMRRP and assigned attorneys re: litigation
- Reviews contracts, agreements, and other documents for legal sufficiency
- Prepares and administers budget and operations of office of the Town Attorney

Qualifications

Minimum Qualifications:

Graduation from an American Bar Association accredited law school
Admission to the State Bar of Arizona prior to the start of job duties
Working knowledge of tools and procedures required to complete appropriate legal research
Working knowledge of computers/keyboarding and Windows based software systems
Ability to work and communicate effectively with a variety of people

Desired Qualifications:

1 year experience as an attorney with an Arizona county or municipality

Required Knowledge, Skills, and Abilities:

Excellent verbal and written communication skills
Job requires exposure to extended periods of high stress and public/group contact

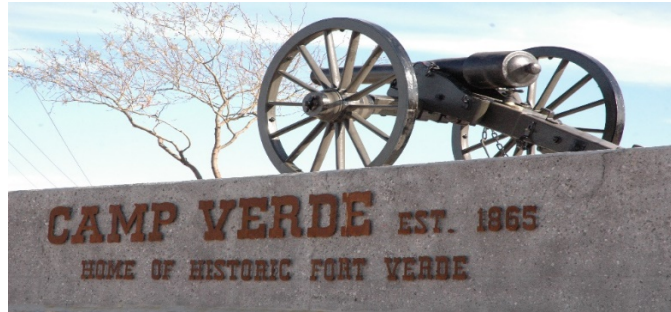
Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Selection Process

A Town application, cover letter and resume are all required. You may complete an application online and submit any additional documentation to www.governmentjobs.com/careers/campverde. First review July 11th, open until filled. Submit cover letter/proposal, and resume to: Town of Camp Verde 473 S. Main Street, Suite 102, Camp Verde, AZ 86322, Attn: Town Council





SALARY:	Depends on Qualifications
DEPARTMENT:	Town Clerk's Office
OPENING DATE:	09/12/22
REPORTS TO::	Mayor
GENERAL PURPOSE:	

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PRIMARY DUTIES & RESPONSIBILITIES:

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- Provides legal advice to Council and Staff on issues concerning the Town
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MINIMUM & PREFERRED QUALIFICATIONS:

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Desired Qualifications:

1 year experience as an attorney with an Arizona county or municipality

Required Knowledge, Skills, and Abilities:

Excellent verbal and written communication skills
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EDUCATION & EXPERIENCE:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.campverde.az.gov/>

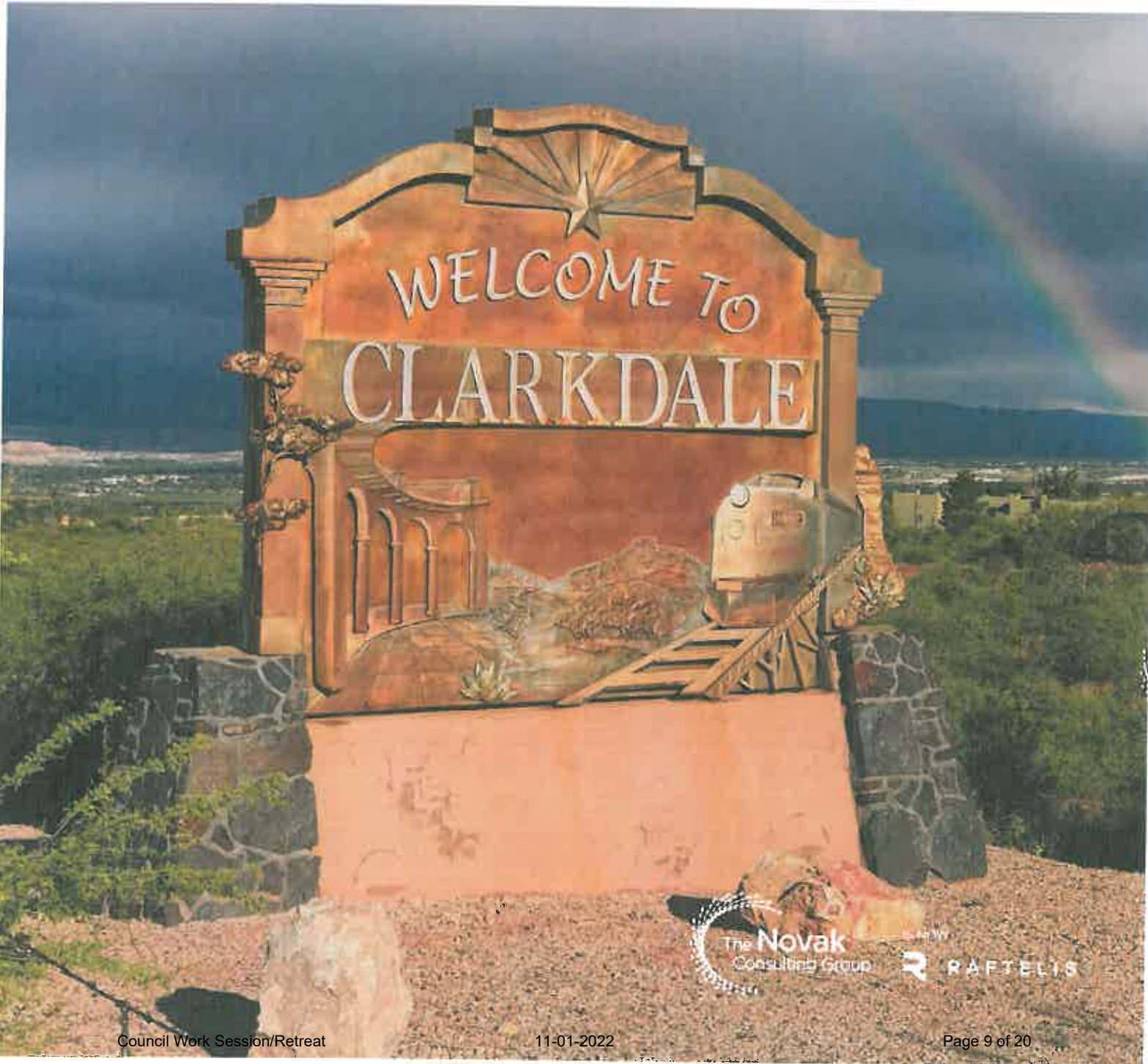
Position #56
TOWN ATTORNEY
JK

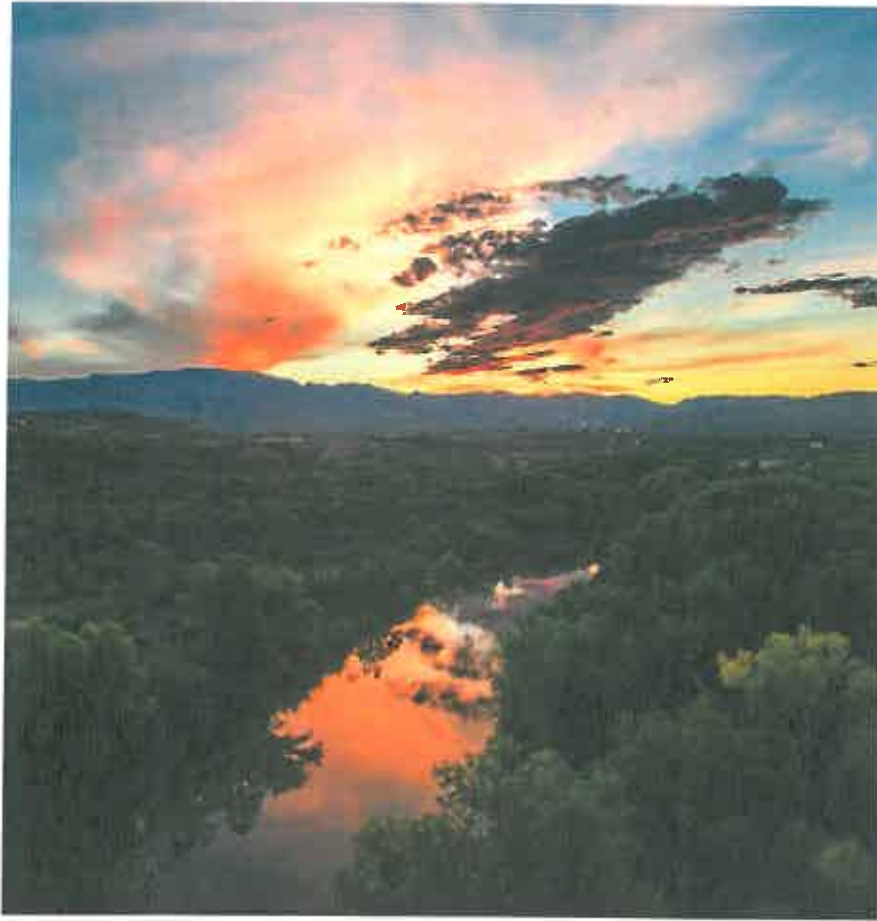
473 S. Main St. Suite 102
Site 102
Camp Verde, AZ 86322
928-554-0011



TOWN OF CLARKDALE

Town Manager





The Position

The Town of Clarkdale is recruiting nationally for a talented and accomplished Town Manager with a highly successful track record of inclusive and transparent leadership. As the Town's chief administrative officer, the Town Manager oversees all administrative functions, supervises all professional and clerical staff, develops and recommends the annual operating budget, and implements the Council's policies and decisions. The Town Manager leads a talented and dedicated staff through eight direct reports, including the Finance Director, Community Development Director, Police Chief, Public Works Director/Town Engineer, Parks and Recreation Manager, Human Resources Manager, Magistrate Court, and Town Clerk. In addition, the Town Manager works closely with various other regional partners.

Priorities

- Build strong, positive relationships with the Town Council. Establish clear expectations, provide clarity around roles, and ensure consistent and transparent communication throughout the organization.
- Guide the renovation of [Selna/Mongini Park](#) in lower Clarkdale. Collaborate with the science agencies, Freeport Minerals Corporation, and the schools to support a one-of-a-kind STEM learning opportunity for kids with features that cater to the STEM education standards, including water conservation, the Verde River riparian area, and a water feature.
- Provide leadership for the [United Verde Soil Program](#), a soil remediation program that remediates homeowners' property to address elevated metal concentrates in the soil. Collaborate with and support the Building Official to inspect the property once the work is complete.
- Collaborate with Community Development and other Town departments to oversee the update to the [General Plan](#). Support jurisdictional review and prepare for the Plan to be on the election ballot in 2022.
- Ensure continued progress on the [2021 Town Council Work Plan](#). Provide quarterly updates and properly communicate to the community. Guide the Council in future strategic planning workshops to establish annual goals, objectives, and action items and collaborate with staff to execute.
- Provide oversight and direction for the implementation of the Town's first Capital Improvement Plan (CIP) that includes funded projects in water, sewer, streets, and broadband.
- Recruit and hire for key positions currently filled with interim candidates, including the Finance Director. Prepare for the impending retirement of the Town Clerk in December.
- Take the necessary time to learn and understand the Clarkdale community. Build connections, support engagement, and ensure the Town is connected to the community at all levels.

The Successful Candidate

Clarkdale's new Town Manager is a strategic thinker who quickly sees the big picture and long-term vision for the Town. In support of sustainable prosperity, the ideal candidate will successfully guide the Town through this time of growth and positive transformation.

The Town Manager sets the tone for the organization and brings a sense of calm and stability. The successful candidate has a strong history of developing effective relationships with elected officials and partners with the Town Council to provide sound advice and guidance when needed. The preferred candidate values honesty and integrity and believes in fostering mutual respect at all levels. Hearing, balancing, and respecting various views during the decision-making process while moving forward will be key.

With a financial mindset, the ideal candidate appreciates continuous improvement and uses data and analytics to drive decisions. The Town Manager brings a strong background in strategic planning and execution with experience in historic preservation, economic development, sustainable practices, and slow tourism beneficial. The preferred candidate does proper due diligence and monitors best practices to drive efficiency and inform decision-making. The Town Manager brings a fresh yet experienced voice and perspective to Town initiatives, garners public support for controversial projects, and routinely demonstrates an ability to build consensus and guide others to decisions to move projects and initiatives forward.

An effective leader with a strong sense of public service, the Town Manager models behaviors expected throughout the organization, including collaboration, transparent communication, and a commitment to high-quality work and sound customer service. The successful candidate has a strong background in leading and managing staff with empathy and compassion and believes in professional growth and development. The ideal candidate is fair, establishes clear expectations, and holds others accountable. The Town Manager has a strong background in empowering employees, believes in work-life balance, and above all, has a good sense of humor.

The Town Manager naturally develops positive relationships, establishes a high level of trust, and enjoys being an active member of the community. Considered approachable, the preferred candidate recognizes the importance of relationships and partnerships at all levels and has a history of engaging in effective, meaningful communication with business and community leaders and key stakeholders. The Town Manager understands and appreciates public service, providing quality of life services, and, above all, values a sense of community. Importantly, the ideal candidate is genuinely excited about the Clarkdale community.

Qualifications

Ideally, ten (10) years of progressively responsible experience in a local government or an organization of comparable complexity, including at least five (5) years of administrative or leadership responsibility. An emphasis on economic development and planning is preferred. Strong financial management and budgeting skills are essential. Grants management experience and management of a CIP are highly desired.

A bachelor's degree in public administration, political science, business management, finance, or a closely related field is required. A master's degree in Public Administration, Public Policy, or a closely related field is desired. An ICMA Credentialed Manager is preferred. An equivalent combination of experience and education that enable success as the Town Manager will be considered.

Residency

In accordance with Section 3-2-1 of the Code of the Town of Clarkdale, the Town Manager must become a resident of the Town of Clarkdale within 90 days of appointment, unless residency is specifically exempted through an employment contract.



Inside the Town of Clarkdale

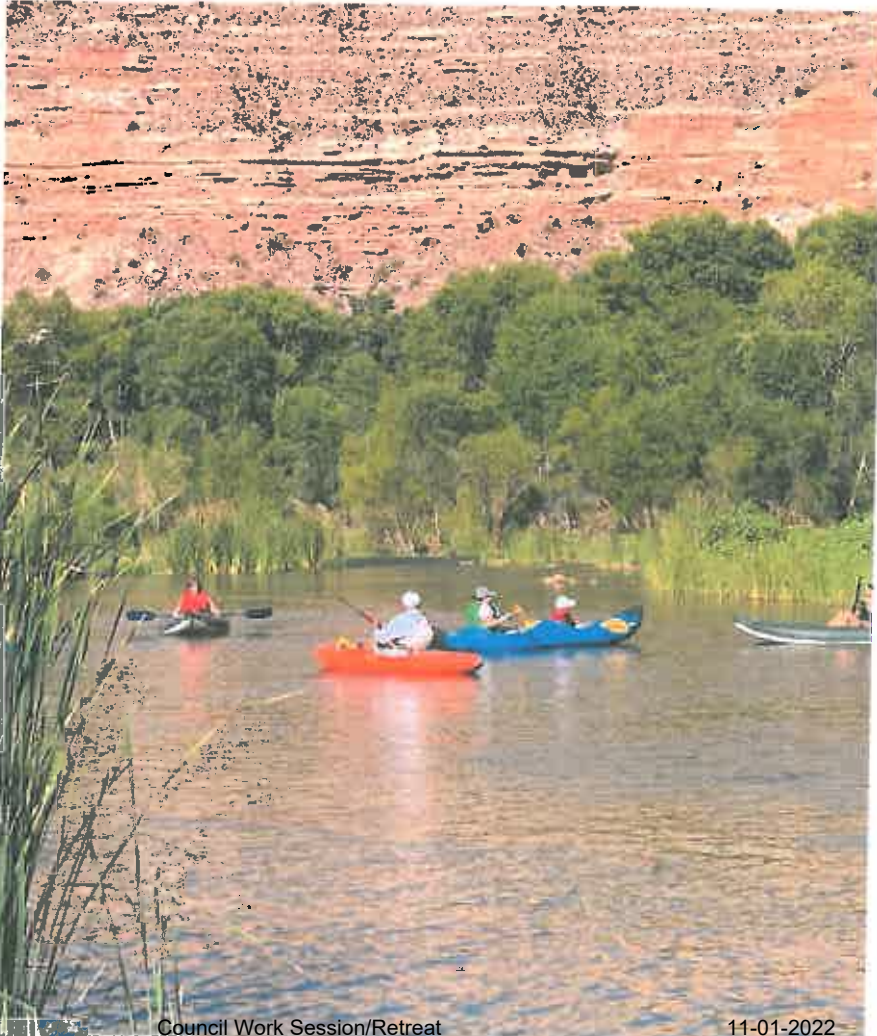
Incorporated in 1957, the Town of Clarkdale operates under the council-manager form of government. The Town Council consists of the Mayor and four Council Members, all elected at large to serve staggered four-year terms. A Vice Mayor is chosen internally by a vote of the Council every two years. The Town Manager is appointed by the Town Council. The Town Council also appoints the Town Attorney and Town Magistrate.

The Town employs approximately 47 employees and its Fiscal Year 2022 budget is \$15.3 million with a 5-year capital improvement plan budget of \$7.9 million. Clarkdale provides residents with an array of municipal services, including planning, permitting, zoning, economic development, special events, parks and recreation, public safety, utilities, and public works. The organization also provides financial, human resources, risk management, information technology, and emergency management functions for the Town.

The Town's vision is "Clarkdale, a place that makes sense to live, work, and play," and the organization's guiding principles include accountability, caring, creativity, equity, integrity, leadership, respect, stewardship, sustainability, teamwork, and valuing diversity. While embracing our history, the Town of Clarkdale strives to build a sustainable future for an equitable and thriving community.

In 2021, the Town Council adopted the following goals and objectives:

- Goal 1:** Enhance the quality of life for Clarkdale residents
- Goal 2:** Continue leadership roles in collaborative efforts in the region and state
- Goal 3:** Recognize and preserve Clarkdale's history
- Goal 4:** Maintain a quality workplace for employees
- Goal 5:** Maintain transparency
- Goal 6:** Enhance marketing, communication and economic development for Clarkdale



Council Work Session/Retreat

11-01-2022



Inside the Clarkdale Community

The Town of Clarkdale is located in the heart of the Verde Valley, approximately 2 hours north of Phoenix and one hour south of Flagstaff, in Yavapai County. Clarkdale is a small, historic community with endless recreational amenities and a historic Downtown Business District that serves as the Town's cultural and governmental center. Its unique charm and character cannot be found anywhere else in Arizona. Founded as a smelter town in 1912 by Senator William A. Clark, the Town served as the first master-planned community in the State of Arizona and remains a model of good urban planning today.

Long before William A. Clark envisioned his ideal mining community, the area had been populated by Native Americans for thousands of years. Today, many of their descendants reside in Clarkdale and on the Yavapai-Apache Reservation, Clarkdale Community located within the town limits.

The area is perfect for the outdoor adventurer. The water lover will find that the Verde River, which flows through Clarkdale's town limits, is ideal for kayaking, canoeing, rafting, picnicking, and fishing. And for the land lover, Clarkdale does not disappoint—hiking, camping, and other adventures are endless. Outdoor explorers can take advantage of the national forests, monuments, and Audubon birding areas. Clarkdale is home to local wineries, breweries, boutique hotels, events, and festivals throughout the year.

Clarkdale is composed of various historical landmarks, from the original townsite and the Clark Memorial Clubhouse to Historic Route 89A, which connects Clarkdale to the neighboring communities of Cottonwood and Jerome. The entirety of the original townsite is recognized as a historic district on the National Register of Historic Places. Today, the leading industries in Clarkdale are education, manufacturing, public administration, retail, and tourism. The Town is home to several successful manufacturing companies, including a multi-national injection and roto-molding company with 100+ employees and a world-class precision machine shop. Located on Clarkdale's boundary is a Native-American owned regional supplier of Portland cement.

The Clarkdale-Jerome Elementary School boasts an excellent reputation for educating students from kindergarten through eighth grade. It is a highly rated educational institution that includes art, music, and athletics. High school students in Clarkdale attend Mingus Union High School (MUHS), the Verde Valley's most comprehensive high school, with championship-caliber interscholastic teams and award-winning academic and elective programs such as Advanced Placement, career and technical education, art, and theater. Clarkdale is home to Yavapai College's Verde Campus, which offers associate degree programs, professional certifications, a skilled trade learning center, and upcoming four-year baccalaureate degrees. Yavapai College is a leader in fermentation science, including viticulture, enology and soon the fundamentals of craft beer brewing. Further educational opportunities are available through the University of Arizona, Northern Arizona University, and several other colleges and universities, all located within commuting distance of Clarkdale.

To learn more about Clarkdale, please watch the [Arizona Highways TV Episode](#) featuring the community.





Quick Facts

- **Population:** 4,391
- **Median Household Income:** \$49,383
- **Median Home Value:** \$227,900
- **Median Age:** 57.3 years

All demographic information was sourced from the U.S. Census Bureau.



Compensation and Benefits

The Town Manager contract is at the discretion of the Town Council with an expected hiring range of \$94,200 - \$150,000 and will depend on the qualifications of the successful candidate. The Town of Clarkdale offers a competitive benefits package including health, vision, dental and life insurance coverage, retirement and paid leave. The Town participates in the Arizona State Retirement System (ASRS).



How to Apply

Applications will be accepted electronically by The Novak Consulting Group at thenovakconsultinggroup.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Applications will be accepted through **September 12, 2021**.



Questions

For more information or questions regarding the Town of Clarkdale or the Town Manager position, please contact Heather Gantz at hgantz@thenovakconsultinggroup.com.

TRUSTED ADVISORS TRANSFORMING COMMUNITIES

19 Garfield Place, Suite 500, Cincinnati, OH 45202 / 513.271.0500



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- Housing Director
- IT Director
- PIO
- Police Chief
- Public Works Director
- Sanitation Director
- Transportation Manager
- Wastewater Director
- Administrative Services Director
- Airport Director
- Chief Building Official
- Chamber Director
- City/County Clerk
- Code Enforcement Supervisor
- Community Services Director
- Economic Development Director
- Executive Director
- Fire Chief
- General Manager
- Graphic Designer
- Human Resources Director
- Library Director
- Planner
- Project Manager
- Chief Purchasing Agent
- Tourism Director
- Tribal Manager
- Water Director
- Agency Director
- Auditor
- Capital Improvement Projects Manager
- CIO
- City/County Engineer
- Community Center Director
- Deputy City/County Manager
- Elections Supervisor
- Facilities Director
- Fleet Maintenance Supervisor
- Government Relations Director
- Health Director
- Inter-Gov
- Parks and Recreation Director
- Planning and Zoning Administrator
- Prosecutor
- Risk Manager
- Traffic Supervisor
- Utilities Director
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PO Box 1123, Pinedale, AZ 85934-1123

Call: Tim Pickering, CEO • 480-577-0949

Tim@InterimPublicManagement.com

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Excellence in 2022.**



Why IPM?

Although organizations sometimes appoint an existing employee to fill an interim department head or manager position, there is often a big learning curve, or the expectation that the person will continue to do the previous job, resulting in less effective work. IPM provides a seasoned manager ready to step in and provide optimal effectiveness.

Contact us to provide the right interim executive for your public organization.

Our team takes great pride in providing seasoned leadership for our clients. Our dedication, diverse experience and resources of over 200 associates deliver quality results when you need it most.

Tim Pickering, a credentialed city manager and certified economic developer, specializes in helping communities through difficult management and political times by providing experienced interims. Cynthia Seelhammer helps organizations, such as special districts, HOAs, non-profits, and businesses through transitions and ensures they are set to succeed by providing outstanding executives and directors.

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Cities and Counties Call:
Tim Pickering, CEO - 480-577-0949
Tim@InterimPublicManagement.com

Interim Public Management, LLC
PO Box 1123
Pinedale, AZ 85934-1123

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Experienced Interim Management

IPM provides experts when you need them most. When your organization needs temporary help during a recruitment, leave of absence, or the times of big workload increase, IPM provides experienced managers and department heads ready to step in and perform. We provide quality personnel at the exact time you need them, including Finance Directors, IT Directors, Human Resource Directors, Engineers, Utility Directors, Facility Managers, Chiefs, and more.

IPM takes the uncertainty out of transition.

More reasons to hire IPM

Expertise: IPM has more than 200 expert Associates with years of experience with cities, towns, counties, and other public organizations.

Reputation for excellence: IPM was founded in 2010 to provide outside experts with no conflicts so that organizations have the time they need to do thorough recruitments. Our Associates have outstanding reputations from their many years of services in the public sector. IPM's client satisfaction rate with our Associates is 100% and 98% of our clients would recommend us to a friend.

Superior service: IPM makes it easy for you to fill your vacancy with exactly what you need in a manager. If you need a well-seasoned manager to keep your department running smoothly, we have people with those skills. If you need a change agent to revamp and reorganize a department, we have Associates capable of accomplishing that, as well.

Highest ethical standards: Each IPM Associate has agreed to ICMA's Code of Ethics, including focus on effective and democratic government; be dedicated to the highest ideals of honor and integrity; to serve in the best interest of all the people; refrain from political activity, handle personnel matters on merit; and seek no favor.

Interim vacancies filled by IPM can benefit your organization:

- IPM Associates will rapidly fill your vacancy
- IPM provides outside experts with no conflicts
- IPM Associates keep your operations moving
- IPM Associates are pre-screened so you can be confident in their work

MEMO

To: Mayor Dee Jenkins and Town Councilmembers

From: Raftelis

Date: October 26, 2022

Re: Executive Search Services

We appreciate the Town of Camp Verde's (Town) interest in Raftelis providing executive search services. We have extensive experience with this type of work and would be pleased to partner with the Town of Camp Verde. The purpose of this memo is to provide a description of our company and an overview of our executive search process.

About Raftelis

Local government and utility leaders partner with Raftelis to transform their organizations by enhancing performance, planning for the future, identifying top talent, improving their financial condition, and telling their story. We've helped more than 600 organizations in the last year alone. We provide trusted advice, and our experts include former municipal and utility leaders with decades of hands-on experience running successful organizations. People who lead local governments and utilities are innovators—constantly seeking ways to provide better service to the communities that rely on them. Raftelis provides management consulting expertise and insights that help bring about the change that our clients seek.

Executive Search Services

Activity 1 – Develop Candidate Profile

We will begin this engagement by developing a clear picture of the ideal candidate for this position. We will first meet with the Town Leadership to discuss the recruitment timeline and process. We will also facilitate meetings to gather input from key stakeholders. We will discuss not just the technical skills needed for the position, but what makes for the right organizational fit in terms of traits and experiences.

Based on the information learned from our meetings, we will develop a recruitment plan that includes Arizona and the nation. We will prepare a position profile that is unique to the Town of Camp Verde. The profile will identify the organization's needs, the strategic challenges of the position, and the personal and

professional characteristics of the ideal candidate. This document drives the recruitment. It focuses our efforts on the most capable candidates, and it helps us to persuade candidates to pursue the position.

We will also develop first-year organizational goals for the successful candidate. These goals will ensure that the applicants know what will be expected of them should they be hired, the Town has thought about what it wants the person to accomplish in the first year, and the successful candidate can hit the ground running with a work plan. Once drafted, we will review the recruitment plan, position profile, and first-year goals with the Town Leadership. Modifications will be made as necessary before recruitment begins.

DELIVERABLES:

- Detailed recruitment process documents, including recruitment plan, position profile, and first-year goals

Activity 2 – Conduct Outreach and Initial Screening

As part of the recruitment plan, we will identify key states and metro areas to focus our targeted recruitment. We will prepare and place advertisements in state and national publications and websites to attract candidates from throughout the United States. While this will be a national search, we will target our efforts to those key areas identified in the recruitment plan.

We will place job postings with national, state, and regional professional organizations such as International City/County Management Association (ICMA), and other places as identified in the recruitment plan. We also recommend national organizations such as Engaging Local Government Leaders (ELGL), League of Women in Government, National Forum for Black Public Administrators (NFBPA), and Local Government Hispanic Network, to attract underrepresented groups and provide a more diverse applicant pool.

As soon as the advertisements are completed, we will begin the process of actively and aggressively marketing the position and identifying qualified candidates for assessment. We will pinpoint individuals and jurisdictions to reach out to directly through phone and email. We will also utilize social media (LinkedIn, Twitter, and Facebook) to broaden our reach. We have found that this combination of outreach is an effective way to reach top applicants, especially those who are not currently in the job market but may be willing to consider a move to an excellent organization like the Town of Camp Verde.

We will reach out to the applicants in our extensive database as well as the prospective candidates we have targeted in previous recruitments for similar jurisdictions. We will also develop a list of additional candidates to pursue based on the Town's unique needs. Our outreach includes seeking well-qualified women and people of color and encouraging them to apply.

As applications are received, we will acknowledge each one and keep applicants aware of the status of the process. We will screen each applicant against the position profile and first-year goals. We will conduct interviews via phone or videoconference with those who most closely meet the profile to learn more about their interest, qualifications, and experience for this position. A summary of these candidates will be prepared and shared with the Town. We will then meet with the Town to review the entire list (if desired) as well as the most qualified candidates who have the requisite skills, experiences, and traits needed for success in the position. Based on the Town's direction, we will finalize a list of candidates to invite for in-person interviews.

DELIVERABLES

- Placement of ads and job postings
- Targeted outreach to passive candidates
- Candidate review materials including screening results and internet search

Activity 3 – Support Interviews and Selection

Each person you wish to interview will then be contacted again by our recruitment team. We will plan and facilitate a multi-step interview process specific to the position. The process could include writing exercises, presentations, panel interviews, tours, and a department director or key staff meet-and-greet. A book that contains customized interview questions and information about each of the candidates invited to interview will be provided to those involved in the interview process. We will also facilitate pre- and post-interview briefings.

We will coordinate the logistics of the process and provide the candidates with the details along with any travel policy requirements or other information. We will also work with a Town contact to ensure a suitable venue is arranged for the interviews. Expenses for the candidates will be borne and reimbursed directly by the Town.

The Town will select the top candidate. We can help make a well-informed choice by framing what we have learned about the candidates in the context of the position and its requirements. We will speak with candidates' references to confirm the strength of their credentials. We will also conduct a media check to review published information found in search engines, online publications, and social media. Reference and background checks will be performed on the top candidates, including but not limited to education, credentials, employment history, criminal background check, civil litigation check, and credit history.

We also can assist in negotiating the employment offer. We will provide information about best practices in salary and total compensation, and we will have obtained information on the candidate's salary. We will keep candidates apprised of their status and release them at the appropriate time.

DELIVERABLES

- Interview book materials including references and background checks

We look forward to the opportunity to serve the Town of Camp Verde. If you have any questions, please do not hesitate to contact me using the following contact information:

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