



CITY ADMINISTRATOR

Baldwin City, Kansas



League of Kansas Municipalities
Executive Search Proposal

The League Executive/Administrative Position Search

Helping Cities Find Great Leaders

OUR EXECUTIVE SEARCH SERVICES

THE PLANNING SESSION

League Staff provides the Governing Body with an overview of the entire LEAPS process. The presentation covers roles and responsibilities, as well as a timeline for completing the search.

GOVERNING BODY ASSESSMENT

Each member of the Governing Body completes two surveys. The responses shape the position and criteria for the candidate pool. The “Administrative” survey establishes consensus on the options chosen by the Governing Body to complete the search process. The “Candidate” survey clarifies the responsibilities for the position description, builds the advertisement and community profile, and outlines the criteria for selecting applicants by articulating the preferred skills and management style needed by the city.

SALARY GUIDANCE

League Staff conducts a salary and benefits survey to provide the Governing Body with compensation information from comparable cities.

ADVERTISING

League Staff create advertisements, a community profile, and recommend an advertisement plan utilizing state, regional, and national resources to reach highly qualified candidates.

RESUME REVIEW

League Staff review all resumes for completeness, compliance with the requirements and preferences of the Governing body, and for alignment with our administration rubric. We share our recommendations with the Governing Body to assist in selecting candidates for the interview process. The Governing Body will make the final determination of how many and which candidates to interview.

INTERVIEWING CANDIDATES

League Staff provides guidance on appropriate interview questions and interview process options. These questions assist the Governing Body in determining the skills, management style, and knowledge of their chosen candidates. League Staff also schedules interviews with the candidates and contacts all applicants once the position is filled.

OUR COMMITMENT

If our service results in the City hiring one of the vetted candidates and the candidate is terminated for cause or voluntarily quits within one year of their start date, the League will search for a replacement candidate at no additional fee, except for additional incidental expenses (i.e., travel, advertising, additional background checks beyond the two provided in the original contract fee).

OUR INVITATION TO YOU

WE GUIDE YOU THROUGH THE ENTIRE PROCESS

The League is with you from the start of your search to the very end, with staff available to answer your questions and provide updates as needed. We help you answer the big question of “Who are we looking for?” right up front and then conduct background checks before you make your final offer.

EXPERIENCE

With more than 90 searches conducted since 1998, the League comes to you with exceptional experience placing administrators in the state of Kansas. As the source for advocacy, training, and resources for Kansas municipalities, we come with a broad and deep relationship with Kansas cities and their staff. Our staff bring a combined 50 years of municipal experience to the process. We represent a personal and economical option for your city.

OUR TEAM



John Deardoff
Local Government Advisor

John Deardoff has worked 40 years in local government management all in the state of Kansas. He has conducted city manager/administrator searches over the past four years while employed full-time and since retirement in 2020. John has served as the interim city administrator in three Kansas communities and as the Interim Executive Director of the Kansas League of Municipalities.

John is well-known and highly respected by city managers and local government circles. He is a member of ICMA and KACM and served as the KACM President in 2002. Additionally, John has served on the League of Kansas Municipalities Governing Body since 2011-2020 and was its President during the 2013/2014 business year. In 2008, John was awarded the prestigious “Buford Watson” award from the Kansas Association of City/County Management the organization’s highest honor.



Nikki Harrison
Member Services Coordinator

Nikki Harrison brings over three decades of expertise in office management and administrative duties, with a strong focus on event planning and coordination. Currently serving as the Member Services Coordinator at the League of Kansas Municipalities since 2009, Nikki oversees the League’s Executive Administrative Position Search program (LEAPS), managing communication, proposals, marketing campaigns, and applicant coordination. She also provides crucial support for affiliate organizations, conducts research for implementing best practices, manages the League’s website and CRM, and assists with conferences and trainings.

Nikki’s educational background includes certification in Public Management from KU, as well as Computer Repair A+ Certification from Allen County Community College.

QUOTE FOR SERVICES

OUR PRICE STRUCTURE

Our price structure is based on the population of your city. We charge a base price for the core services, which includes staff administrative expenses, direct expenses which includes travel, and advertising costs. The base price (based on population) can be larger than this quote if you choose to add any process options to your package. Your advertisement price will be determined by the advertisement platforms chosen.

BALDWIN BASE PRICE:	\$8,703
ADVERTISEMENT PRICE:	\$1,000 - \$1,400 (City pays actual cost)
DIRECT EXPENSES:	<u>\$1,000</u> (City pays actual cost)
	\$10,703 - \$11,103

ESTIMATED TIMETABLE

First 2 weeks:	Approve Contract Complete the Administrative Questionnaire Complete the Candidate Criteria Survey
Week 3:	Approval of Advertisement Approval of Community Profile
Weeks 4 - 8:	Place position announcement 30 days
Week 9:	Deadline for Resume Review
Week 10:	Select candidates for interviews
Week 11:	Conduct initial interviews
Week 12:	Interview finalists
Week 13:	Extend conditional offer
Week 14 - 16:	Approve employment agreement Announce new City Administrator

TEN REASONS TO CHOOSE LEAPS

1. We Save You Money. The League offers quality services for a fraction of the cost of a private firm.

2. We Know Kansas. The League has served Kansas municipalities for nearly a century. We understand the leaders Kansas needs to find and nourish.

3. We Understand Public Hiring. We provide guidance on the role of the Kansas Open Meetings Acts, Executive Sessions, and Lawful interview questions.

4. We Service as a Clearinghouse. As a third-party, we provide a fair and neutral hiring process.

5. We Support Your Final Candidate. We provide a one-year membership and resources to your chosen candidate.

6. We Come to You. League Staff meet Personally with you in your community.

7. We Provide Direct and Accessible Support. You will have a direct number to contact staff with questions or request updates.

8. We Customize Services to Your Community. The Governing Body has the opportunity to express their preferences, open the process to community members, and select process options.

9. We Provide Advertising Discounts. Through contacts, we provide advertising discounts to increase your reach for qualified candidates.

10. We Communicate with the Applicants. Direct them to our office! We will manage all communication and calls with applicants.

WHAT MAKES A QUALITY CANDIDATE?

The League has developed and utilizes a ranking process backed by the latest research in selection procedures.

We further customize this metric by including the preferences and needs of your community to assist you in finding the best fit.

	0-1	2 - 3	4 - 5	6 - 7	8 - 9	10
Municipal Experience	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
	Experience in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Experience in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Demonstrates ability to navigate government processes and execute the organization's projects and initiatives	Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization	Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization	Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization
Management Experience	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
	Experience in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Experience in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Demonstrates ability to navigate government processes and execute the organization's projects and initiatives	Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization	Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization	Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization
Kansas Connection			<i>Developing</i>			<i>Exemplary</i>
			Demonstrates ability to navigate government processes and execute the organization's projects and initiatives.			Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization
Education			<i>Developing</i>			<i>Exemplary</i>
			Demonstrates ability to navigate government processes and execute the organization's projects and initiatives.			Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization
Work History	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
	Work history in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Work history in a similar office that the public sector (Police, Fire, Parks, Recreation, etc.)	Demonstrates ability to navigate government processes and execute the organization's projects and initiatives	Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization	Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization	Demonstrates ability to assess and compare various recruitment opportunities, and identify the best fit for the organization
Gut	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
	Something in the materials gives me cause for concern about the official and behavioral aspects of the candidate	Something in the materials gives me the impression that the candidate would not fit with the culture and the mission of the organization	Something in the materials gives me the impression that the candidate would not fit with the culture and the mission of the organization	This candidate shows early success and potential to be a good public administrator and their particular skill set appears to match the needs of the organization	This candidate shows early success and potential to be a good public administrator and their particular skill set appears to match the needs of the organization	This candidate shows early success and potential to be a good public administrator and their particular skill set appears to match the needs of the organization



The League Executive/Administrative Position Search



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