

# City of Atkins, Iowa

## REQUEST FOR PROPOSAL

### City Administrator and City Clerk/Treasurer

#### Recruitment Services

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##### **Overview**

The City of Atkins, Iowa (“the City”) issues this Request for Proposal (RFP) for interested and qualified consultants to conduct a recruitment and selection process for a City Administrator and a City Clerk for the City. The consultant should be able to demonstrate the success of previous job searches with similar job qualifications, and provide excellent references.

The City of Atkins (population 2,056 with a \$4M annual budget) operates under the Mayor-Council form of government with an Ordinance outlining the role of the City Administrator. The Mayor and 5-member City Council are elected to four-year terms. The City, under the direction of the City Administrator, operates City Hall (3.5 FTE budgeted positions total), Library (3 PT positions), and field staff (3 FTEs) operating a Water and Waste Water Treatment plant, as well as streets and park functions.

##### **City Administrator**

The City Administrator is appointed by the City Council and supervises all City departments. They are responsible for planning, directing, and supervising the City’s organizational, management, central administrative budget, and financial operations and activities in the implementation of policies established by the City Council.

This position confers with the Mayor and City Council and City staff to discuss, identify and assess their organizational, management, administrative, budget, and financial needs. They coordinate and cooperate with other community agencies and organizations.

##### **City Clerk/Treasurer**

The City Clerk/Treasurer is appointed by the City Council and is responsible for maintaining the public records of the City per Iowa Code, including minutes and documentation related to City Council meetings. With the assistance of a Deputy City Clerk and Utility Billing Clerk, the City Clerk is responsible for managing and maintaining the monthly Utility Billing for 800 households, processing payroll and benefits for all City employees, processing Accounts Payable, reconciling the utility billing software, financial software, and bank records, and managing permits and enforcement of City Codes.

##### **Proposal Deadline**

Friday, July 26, 2024

### **Desired Scope of Services**

The selected consultant will be responsible for the following scope of services:

- With the Mayor and City Council, review qualifications required of each position and develop updated job descriptions, including recommendations of proposed salary ranges.
- Develop a recruitment strategy with detailed action steps and timelines.
- Screen candidates to evaluate their qualifications and recommend the best qualified candidates to proceed to the interview/selection process.
- Guide and assist with conducting the on-site interview and selection process.
- Assist in negotiating the compensation package and timeline of employment to commence.
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### **Submittal Process and Details**

Proposals are sought from firms with expertise in successful recruitment processes for positions with similar job qualifications. Proposals should include the following:

- 1) Consultant's name, address, and names of the primary contact. A brief description of the organization.
- 2) A description of the specific staff that will comprise the project team, including their qualifications.
- 3) A detailed description of the services and strategy by which the search will be performed, including methodology for sourcing qualified candidates.
- 4) A description of the process that will be used to screen candidates and evaluate key characteristics that align with the desired qualifications set forth by the City.
- 5) List of three recent client references including address, phone, and emails.
- 6) Estimated timeline of each phase of the recruitment process.
- 7) A proposed fee structure including the maximum total cost as well as an itemized breakdown of the cost to perform the tasks outlined in the proposal and if any candidate guarantees are included in the fee structure.
- 8) A sealed proposal should be mailed or delivered to the mailing address below:

City of Atkins  
Interim City Administrator Sandi  
Fowler  
480 Third Avenue  
Atkins, IA 52206

Questions or requests for further information may be made to Interim City Administrator Sandi Fowler at [sfowler@cityofatkins.org](mailto:sfowler@cityofatkins.org) or (319) 446-7870.

All qualified Proposals will be evaluated, and an award will be made to the firm whose proposal is deemed to be in the best interest of the City of Atkins, all factors considered.

The City reserves the right to reject any or all proposals if determined in its best interest. This request for information does not, under any circumstance, commit the City of Atkins to pay any costs incurred by any proposer in the submission of qualifications. The proposer is responsible for all costs associated with responding to this request.