



Town of Essex/Village of Essex Junction, Vermont

Request for Qualifications

Executive Search Firm – Municipal Manager Recruitment

The Town of Essex and Village of Essex Junction, population approximately 21,000, are seeking an executive search firm to recruit a municipal manager. Essex Junction is an incorporated village within the Town of Essex, and the two municipalities share a municipal manager. The manager is retiring after serving nearly 27 years as Town Manager including the past four years as the municipal manager for the Town and Village.

The Town and Village are seeking a manager who will continue the existing vision and leadership of two organizations with a combined total of more than 100 employees. The incoming manager will possess strong leadership and interpersonal/electronic communication skills and have the ability to work collaboratively with staff, elected officials, and the residents of Essex. The Town of Essex operates the following departments: Public Works, Finance, Parks & Recreation, Police, Fire, Community Development, Library, Town Clerk and Assessor's offices; the Village of Essex Junction operates its own Community Development, Fire, Library, Recreation & Parks offices and a Wastewater Treatment Facility serving Essex, Williston and Essex Junction.

The Town and Village invite qualified firms to submit letters of interest and statements of qualifications and experience for consideration to provide recruitment services. Firms submitting proposals should have a successful record of recruiting and placing executives in small to mid-sized towns and cities. Experience in Northeast local government recruitment is preferred.

Proposals must be received by 4:30 p.m. on **August 4, 2017**. Proposals can be submitted by mail to:

Town Manager's Office
81 Main St
Essex Junction, VT 05452

Electronic submittals should also be sent to tsabataso@essex.org. Please note that an original copy must also be mailed to the above address.

Proposal Requirements

All proposals must include the following information. Please respond using the attached form in addition to any other materials that are submitted.

1. Firm name, address, telephone number, and contact person(s).
2. A brief history of the firm, including the number of years in operation.
3. List of recent recruitments conducted, with three to five references.
4. A detailed plan and schedule of how the firm will conduct the selection process.
5. Identification of specific services to be provided (i.e. candidate screening process, background checks, references checks, etc.).
6. Information regarding the average tenure of past candidates placed by firm as well as information regarding replacement services.
7. A detailed fee schedule disclosing any and all fees charged to client during the course of the search.
8. A statement of what qualifications distinguish your firm from other recruitment companies.
9. Any other information relevant to the process of selecting a recruitment firm.

Selection/Negotiation Process

The selection and negotiation process shall be undertaken jointly by the Town Selectboard and Village Trustees.

The Town Selectboard and Village Trustees shall schedule interviews with the search firms they deem most qualified. Once the interview process has been completed, the boards will select their top candidate on the basis of the evaluation criteria and enter into negotiations. A contract will be entered into once terms have been agreed to by both sides. The chosen firm shall be required to present a minimum of five (5) qualified candidates to the Selectboard and Trustees within 60 days from the date the contract was signed.

Contact

Any firm with questions regarding this request for qualifications may contact the Municipal Manager's Office at 802-878-1341.