



FEBRUARY 2023

City Manager Recruitment Proposal

FOR THE CITY OF JOHN DAY, OR

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

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March 9, 2023

Mr. Heather Rookstool
Mayor
City of John Day, Oregon
450 E. Main Street
John Day, OR 97845

Dear Mayor Rookstool,

Thank you for the opportunity to provide a proposal to assist the City of John Day with the recruitment of a new City Manager.

GMP consultants have collectively worked on over 400 executive searches and have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe our proven process provides a best practices approach to attracting high quality candidates and ensuring a good fit for your organization.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Prothman', written over a light blue horizontal line.

Greg M. Prothman
President,
GMP Consultants LLC



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ABOUT GMP CONSULTANTS

GMP Consultants is a Pacific Northwest-based public sector executive search firm with a collective 180 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 400 executives searches and over 80 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants



- **Service & Relationship** - Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** - Our entire consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.

PROJECT TEAM MEMBERS

Greg M. Prothman – President

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Dave Zabell – Senior Consultant

Dave is the recently retired city manager with the city of Pasco WA (pop. 80,000). During Dave's career he has served as city administrator for the City of Marysville, Public Works Director for the City of Bothell, City Manager for the City of Fife and as Assistant City Manager for the City of Yakima. Dave is a member of the Washington City Managers Association as well as the International City Managers Association and has served as an Executive Committee Member for the Washington Cities Insurance Authority. Dave is recognized as an experienced and innovative municipal manager who understands the critical components of superior service delivery for local government. Dave holds a Master of Public Administration from the University of Washington and a Bachelor of Science in Public Administration from Upper Iowa University.

Kate Hansen – Recruitment Coordinator

Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.



WORKPLAN & APPROACH

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We'll virtually meet with the Mayor & City Council and staff to review project needs, process, schedule, and identify the scope of the recruiting market. Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment.

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Resources
- Your Social Media (if applicable)

STRATEGIC MARKETING

Targeted Recruitments - We develop advertising and place ads in websites, job boards, and periodicals. Targeted ad placement will include:

- Intl. City Managers Association (ICMA)
- Oregon League of Cities
- Washington Association of Cities
- Association of Idaho Cities
- Municipal Management Association of Northern California
- Colorado Municipal League
- Careers in Government
- Government Jobs

Development of Candidate Database for Direct Mail Invitations - We will mail approximately 300 to 500 letters of invitation to city managers/administrators in the 11 western United States.

CANDIDATE SCREENING AND SHORTLIST PRESENTATION

Candidate Application Materials - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and five professional references.

Selection & Interview of Semifinalists - We review all candidate application materials and identify 8 to 12 of the most promising semifinalists. We conduct a one-hour interview with each semifinalist and provide written observations.



Search Work Session – We will meet with you via Zoom to review semifinalists. Prior to the meeting we will send you're the: each applicant's cover letter, resume, essay questions, the consultant semifinal interview notes and candidate summary sheet. The Mayor & City Council select the finalist candidates and design the final interviews.

FINAL INTERVIEWS & SELECTION

Design and Preparation of Final Interviews - We will help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We will tailor the process to fit your needs and prepare all the candidate materials for the interviews.

Reference & Background Checks - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check.

Candidate Travel - We'll also help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

Final Interviews & Selection - The Mayor & City Council (and advisory panels if used) interview finalists. We will facilitate a debrief with all panel participants. After the debrief, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

Candidate Appointment - We will facilitate potential contract elements with the Mayor & City Council. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.

PROFESSIONAL REFERENCES

Island County, WA
Catherine Reid, HR Director
Creid@islandcountywa.gov
360-240-5584
County Administrator - In Progress

City of Belgrade, MT
Neil Cardwell, City Manager
ncardwell@cityofbelgrade.net
406-388-3760
City Manager (2)
Human Resources Director - In Progress

Gunnison County, CO
Matthew Birnie, County Manager
MBirnie@gunnisoncounty.org
970-641-3061

City of Lakewood, WA
John Caulfield, City Manager
jcaulfield@cityoflakewood.us
253-983-7703
Finance Director, City Manager

City of Newcastle, WA
Linda Newing, Mayor
lindan@newcastlewa.cov
206.280.6551
City Manager – In Progress
Community Development Director – In Progress



PROFESSIONAL FEE

The fee for conducting a City Manager recruitment is \$15,000. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of John Day will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,400 - 1,800)
- Direct mail announcements (approx. \$1,200 - 1,400)
- Consultant travel: Mileage at IRS rate and \$65 per hour
- Background checks (approx. \$170 per candidate)

The City of John Day has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 12 months of appointment, we will, conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.



LOCAL GOVERNMENT CAO SEARCHES BY GMP'S CONSULTANTS

Association of Washington Cities (AWC) Chief Executive Officer	City of Covington, WA City Manager	City of Hailey, ID City Administrator	City of Lake Stevens, WA City Administrator
City of Arlington, WA City Administrator	Cowlitz 911 Executive Director	City of Hermiston, OR City Manager	City of Lakewood, WA City Manager & Asst. City Manager
City of Bainbridge Island, WA City Administrator (2)	City of Damascus, OR City Manager	City of Hood River, OR City Manager	Lane County, OR County Administrator
City of Battle Ground, WA Deputy City Manager	Deschutes County, OR County Administrator	Hood River County, OR County Administrator	City of Leavenworth, WA City Administrator (2)
City of Belgrade, MT City Manager (2)	City of DuPont, WA City Administrator	Intercity Transit, WA General Manager	City of Lebanon, OR City Manager
Blaine County, ID County Administrator (2)	City of Duvall, WA City Administrator	Island Transit (WA) Executive Director	City of Lewiston, ID City Manager (2)
City of Bothell, WA Deputy City Manager Assistant City Manager	Eagle County, CO County Manager	Issaquah Food & Clothing Bank (WA) Executive Director	Lincoln City, OR City Manager
CAM-PLEX Multi-Event Facilities (WY) General Manager	East Multnomah Soil & Water Conservation District (OR) Executive Director	City of Issaquah, WA City Administrator Deputy City Administrator (2)	City of Longview, WA City Manager
City of Canby, OR City Administrator	eCityGov Alliance (WA) Executive Director	Island County County Administrator	County of Los Alamos, NM County Administrator
City of Carnation, WA City Manager (2)	City of Edgewood, WA City Manager (2)	Jefferson County, WA County Administrator	City of Louisville, CO City Manager
City of Casper, WY City Manager	City of Ellensburg City Manager	City of Kelso, WA City Manager	City of Lynden, WA City Administrator
City of Chehalis, WA City Manager (2)	City of Fife, WA City Manager	City of Kenmore, WA City Manager (2)	MACC 911 Executive Director
City of Chelan, WA City Administrator (3)	City of Fircrest, WA City Manager (2)	City of Ketchum, ID City Administrator	City of McMinnville, OR City Manager
Clackamas County, OR County Administrator	Franklin County, WA County Administrator	KITTCOM - 911 Executive Director	City of Newcastle, WA City Manager
Clatsop County, OR County Manager (2)	City of Gillette, WY City Administrator	City of Lacey, WA City Manager	City of Post Falls, ID City Administrator
City of Colorado Springs, CO Assistant City Manager	City of Gladstone, OR City Administrator	City of Lake Forest Park, WA City Administrator (3)	City of Port Angeles City Manager
City of Connell, WA City Administrator (2)	Gunnison County, CO County Manager Assistant County Manager	City of Lake Oswego, OR City Manager	City of Port Townsend City Manager
			City of Prosser, WA City Administrator (2)



City of Puyallup, WA City Manager (2)	Snohomish County PUD (WA) Assistant General Manager	City of Vancouver, WA Assistant City Manager	City of Woodburn, OR City Administrator
City of Ridgefield, WA City Manager	South Sound 911 Executive Director	City of Walla Walla, WA City Manager	City of Woodinville, WA City Manager (2)
City of Riverton, WY City Administrator	City of Spokane Valley, WA City Manager Deputy City Manager (2)	Washington Association of County Officials Executive Director	Woodinville Water District, WA General Manager
San Juan County, WA County Manager	City of Stanwood, WA City Administrator	Washington Counties Risk Pool Executive Director	City of Woodland, WA City Administrator
City of Scappoose, OR City Manager	City of Stevenson, WA City Administrator	Washington School Information Processing Cooperative - WSIPC Executive Director	City of Wrangell, AK Borough Manager
City of Seattle, WA Labor Standards Division Director	City of Sultan, WA City Administrator (2)	Water & Sewer Risk Management Pool (WA) Executive Director	City of Yakima, WA City Manager Assistant City Manager
City of Shelton, WA City Administrator (2) Management Assistant Police Chief	Summit County, UT County Manager	City of West Linn, OR City Manager	
City of Shoreline, WA City Manager Deputy City Manager	City of Sun Valley, ID City Administrator	City of Whitefish, MT City Manager	
SNOCOM 911 Executive Director	City of Sunnyside, WA City Manager	City of White Salmon, WA City Administrator	
Snohomish County, WA Executive Director	City of Thorne Bay, AK City Administrator	City of Wood Village, OR City Administrator	
	Twin Transit (WA) General Manager		

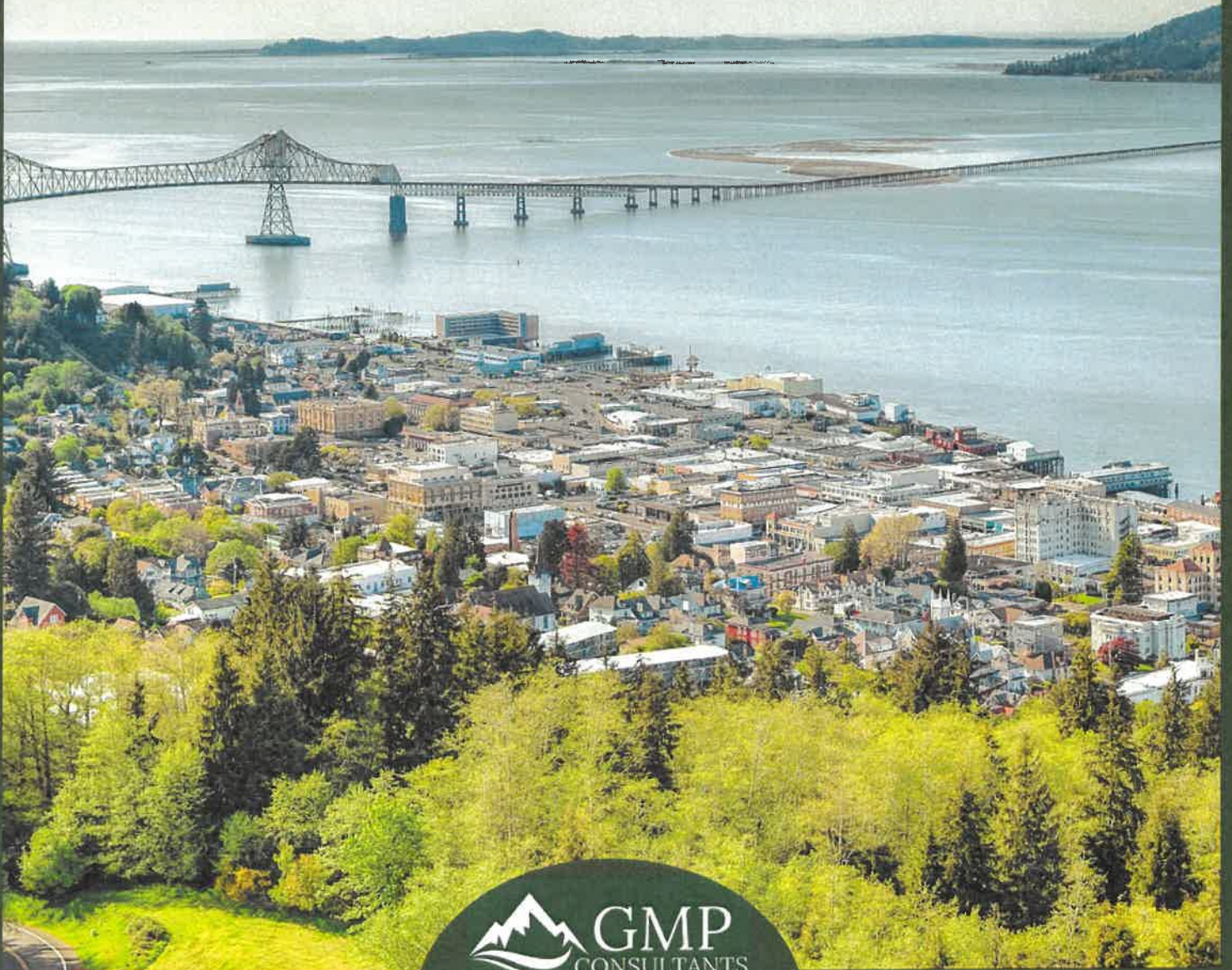
EXAMPLES OF GMP'S POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached)



CITY MANAGER

ASTORIA, OREGON



WELCOME TO ASTORIA

Located in Oregon's northwestern corner, Astoria is a historic and vibrant riverfront community overlooking the Columbia River's entrance into the Pacific Ocean.

Founded in 1811, Astoria celebrates a rich history tracing back to Lewis and Clark. This historic logging and fishing town is now home to a variety of successful businesses and industries contributing to a diverse economic landscape. Astoria's 10,000 residents enjoy eclectic shops, museums, galleries, coffeehouses, restaurants, and a growing industry of world-class craft breweries. The city's lively and walkable downtown encompasses 40 blocks and is listed in the National Register of Historic Places. The iconic 1920's Liberty Theater is a cherished community gathering place and host of the annual Astoria International Film Festival.

With steep hills, sweeping views, and lovingly restored Victorian homes, Astoria has been called the "Little San Francisco of the Pacific Northwest." The city's charm and beauty have served as the setting for Hollywood movies such as *The Goonies*, *Kindergarten Cop*, and *Free Willy*. Astoria's community is deeply proud of their historical heritage and passionate about preserving the city's innate character and authenticity.

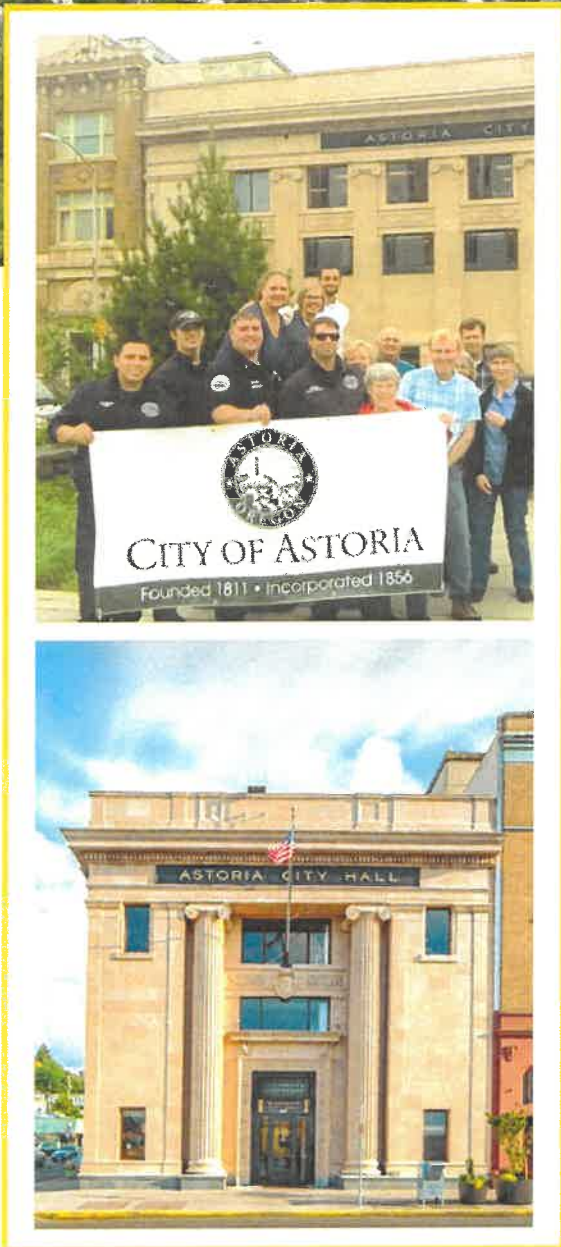
The city is home to a five-mile river walk, the historic Riverfront Trolley, the 164-step Astoria Column offering 360-degree views, a 4-pool Astoria Aquatic Center, and a lively Sunday market (May through October). Clatsop Community College provides continuing education and Columbia Memorial Hospital serves the region as level-4 trauma center.

Astoria Unified School District recently completed a \$70 million voter-approved project to renovate and modernize their schools. The U.S. Coast Guard maintains a strong presence in the community, operating out of their Astoria air station since 1964. For commercial air travel, Portland International Airport serves the area 90 miles to the southwest.

WHY APPLY?

Join the historic City of Astoria and lead the oldest American settlement west of the Rockies. The City has had three city managers in 22 years and enjoys a reputation as being well-managed with an excellent working relationship between Council and staff. If you are looking for a friendly community with a great quality of life, a stable Council-Manager form of government, and a City with solid financial reserves, this may be the right opportunity.

THE CITY OF ASTORIA



The City of Astoria operates under the Council-Manager form of government. Voters elect four councilors by ward and a mayor, who each serve four-year terms. The Mayor appoints all City Boards and Commissions. The Mayor and Councilors appoint the City Manager, City Attorney, and Municipal Judge; The City Manager appoints all other City employees.

Astoria is a full-service city with a current budget of \$58.68M (plus \$7.57M for urban renewal districts) operating with a team of 105 FTEs plus approximately 65 part-time employees. Departments include:

- City Manager
- Community Development
- Finance
- Fire
- Human Resources
- Library
- Parks & Recreation
- Police & 911 Dispatch
- Public Works & Engineering

Astoria strives to preserve the City's unique character, providing livability and quality of life for residents, promoting a thriving local economy, and encouraging resilience as a community. The City is committed to being a community welcoming diversity, embracing equity and inclusion, and treating all with respect.

THE IDEAL CANDIDATE

The City of Astoria seeks an experienced city management professional to lead this full-service city as its next City Manager. This person will recognize, respect, and appreciate the qualities that make Astoria a unique community.

This ideal candidate will be honest and transparent with highly developed communication skills. This person will have a collaborative management style and the ability to build effective working relationships with the business community, an active citizenry, and City staff. They will bring a successful track record of working with an elected board and labor unions. The successful candidate will be passionate about local government, with a successful and productive career demonstrating progressively responsible management experience in public administration.



OPPORTUNITIES & CHALLENGES

Library Bond

The City is proposing an \$8 million voter approved bond for the construction of a new library. If the bond passes, this along with the City's additional two million dollars will result in a \$10 million new construction project. If it fails, the current library will receive a \$2 million dollar renovation.

Affordable Housing

The City's available housing and building lots are limited as the City is surrounded on three sides by the Pacific Ocean and Columbia River and was largely built out by the 1930's. The new city manager will need to review city development regulations such as those addressing density and incentivizing accessory dwelling units.

Homelessness

Like many Oregon communities, Astoria is experiencing a homelessness crisis. While the City has made solid progress in addressing the issue, the new City Manager will need to continue working on potential solutions to this complex problem and to coordinate with other municipal and County partners in identifying and implementing solutions.



COMPENSATION & BENEFITS

The City of Astoria is offering a salary range of \$150,000 to \$175,000 annually depending on experience. The comprehensive benefits package includes:

- Oregon PERS Retirement; 6% pre-tax employee contribution
- Medical/Dental/Vision Insurance (90% City paid)
- Life, AD&D, STD, LTD Insurance
- Holidays: 10.5 days per year
- Vacation: 20 days per year (13.33 hours accrued monthly)
- Sick Leave: 8 hours per month
- Stability Pay: Provided at 5+ years of service.
- Additional \$150,000 life insurance policy
- Matching deferred compensation contributions
- Car allowance

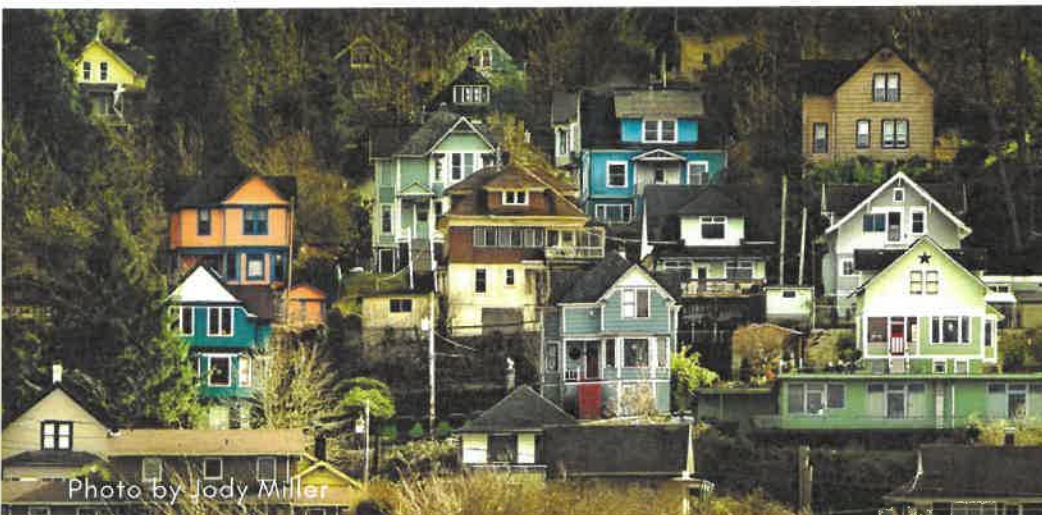


Photo by Jody Miller

RESOURCES

[City of Astoria](#)



[Chamber of Commerce](#)

[Daily Astorian](#)

[Travel Oregon](#)

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TO APPLY

Apply Online: gmphr.com

First Review: August 28, 2022

More Info: Greg M. Prothman, GMP Consultants
Greg@gmphr.com / 206-714-9499





FINANCE DIRECTOR

CITY OF ST. HELENS, OREGON



gmphr.com

WHY APPLY?

Bring your passion for public service and make a positive impact at the dynamic and future-focused City of St. Helens. Come work with great people, state-of-the-art technology, and enjoy a work-life balance on a historic waterfront close to Portland and the Pacific coast.

With many staff having served long tenures, St. Helens is a place where people come to stay. The new Finance Director will play a key role on the City team, guiding a new era of development—and redevelopment—in this growing community that is poised for success.

Welcome to ST. HELENS

St. Helens, Oregon is a historic waterfront community located on the banks of the Columbia River 30 miles northwest of Portland. With a population of 14,560, it is the largest community in Columbia County and the county seat. St. Helens is known for offering small-town charm, expansive water and mountain views, and abundant opportunities for outdoor recreation.

"It is a really exciting time to be in St. Helens, many important projects are moving forward as our city redevelops, and as employees, we are supported as people and in our professional growth. We have a culture of trust, we share ideas, we work hard in service, and we celebrate wins."

—Rachael Barry,
Government Affairs Specialist



THE IDEAL CANDIDATE

The City of St Helens is seeking a dedicated public servant with a strong passion for serving the community and organization. This person will need to be a self-starter and a working manager to develop and implement more structure into the City's budgeting process. They will emphasize and place the needs of others first to help staff develop their skills and perform at a high rate. Additionally, the ideal candidate will have:

- Municipal experience with a solid understanding of budget laws and financial processes.
- Demonstrated ability to develop a comprehensive budget, a financial plan and financial systems that incorporates a long-term vision for the City's financial resources vis-a-vis projects and operational costs.
- A confident and engaging personality with a positive attitude and sound aptitude.
- Flexibility and a sincere interest in working with all departments, department heads, and key supervisors equally and fairly.
- A willingness to routinely help interpret and clearly explain municipal budgeting, budget details, and financial requirements to council members, department heads, and supervisory staff.
- Transparency around finance issues.
- An appropriate sense of humor and integrity above reproach.

THE CITY OF ST. HELENS

Incorporated in 1889, the City of St. Helens operates as a Council-Mayor form of government. The city serves 14,560 residents with a current budget of \$87 million and a team of 85.6 FTEs and is poised to grow rapidly in the next decade. The City is preparing to break ground in November 2022 for its first major infrastructure project as part of the City's ongoing efforts to redevelop and transform the St. Helens waterfront. The new Finance Director will play an integral role in the financing and expensing of the project.

The current City Administrator, John Walsh, has provided St. Helens with stable leadership and strong management for 10 years. The new Director will benefit from a mayor, council, city administrator, and department heads who strive to work collaboratively with one another to provide quality services to the community.

"The City of St. Helens cares about their employees and the community. I've never felt more at home, while at work."

—Matt Smith,
Police Detective

Full
position
profile at
gmphr.com

THE FINANCE DIRECTOR

Operating with a current budget of \$995,000 and a team of 5 FTEs, the Finance Division of the Administration Department provides professional financial services and information to the City Council, City Administrator, and City departments in order to promote fiscal stability and integrity. Reporting to the City Administrator, the Finance Director manages and coordinates the activities of Finance and Utility Billing as well as staff in both divisions. The Finance Director also serves as the Budget Officer for both the City and the City's Urban Renewal Agency.

**LEARN
MORE**

Visit: gmphr.com

Salary: \$9,614 - \$11,773 monthly DOQ.
Relocation stipend available.

First Review: December 1, 2022

More Info: Bob Larson, GMP Consultants
Bob@gmphr.com / 425-894-8097

