



John Day – City Manager Search

Kick off meeting with the City Council and the GMP Team

1. INTRODUCTIONS

GMP Consultants Team (*Team bios on second page*)

Greg Prothman

Dave Zabell

Sarah Marsh

Kate Hansen

2. RECRUITMENT SCHEDULE

- a. Significant events likely to impact the schedule?
- b. Vacations?
- c. Other?

3. PROFILE DEVELOPMENT

- a. Data Collection
- b. Profile checklist
- c. 3 to 5 issue facing the new chief in the next six months

4. Ideal Candidate Traits

What skills, talents and abilities are we looking for?

5. RECRUITMENT STRATEGY

- a. Advertisements
 - Invitation to apply mailer – *regional, 3 western states*
- b. Target Audience

6. ADDITIONAL QUESTIONS

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 also brings expertise in public works having served as public works director for the cities of Marysville and Bothell, WA. Dave holds a Master of Public Administration from the University of Washington and a Bachelor of Science in Public Administration from Upper Iowa University.

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 several award-winning children's books with Disney-Hyperion and Little, Brown. A storyteller at heart, Sarah enjoys researching and highlighting what makes a community or organization special.

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.

1) **Organization** information:

- 2023 total budget (\$ amount only)
- Number of FTE's
- Org chart
- List of departments
- Document links (benefit summary, strategic plan, budget, etc)

2) **Department** information (if applicable).

- Description - including services provided.
- 2023 total budget (\$ amount only)
- Number of FTE's

3) **Population**

4) **Job Description** (If applicable. Formatted as .doc. We will pdf prior to linking on our website).

5) Annual **salary range** pertaining to the position.

6) **List of benefits** the position receives (or a link)

7) **Logo** - Digital transparent copy of your organization's logo.

8) **Photos** of staff, city offices, downtown, community members, scenic beauty, etc. (High resolution photos preferred via Dropbox link, etc).

9) Any relevant **previous advertisements**.

10) Any **additional information** you'd like to share about your organization, position, or community.

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