

ATTACHMENT "A"
TO MEMORANDUM

PROPOSAL

Riviera Beach Community Redevelopment Agency

Executive Recruitment Services for
Executive Director

SUBMITTED BY:

MELISSA ASHER

Sr. Practice Leader, Products and Services

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Your Path to Performance

May 5, 2020

Taneria Mitchell
City of Riviera Beach
600 West Blue Heron Blvd.
Riviera Beach, FL 33404

Submitted via email to: TMitchell@rivierabeach.org

Subject: Executive Recruitment for Executive Director

Dear Ms. Mitchell:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist the Riviera Beach Community Redevelopment Agency (CRA) with the recruitment of a new Executive Director. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with local government agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services.

CPS HR offers a broad spectrum of human resource services while delivering personalized, results-oriented services, utilizing best practice methods of recruitment and selection strategies from our team of recruitment experts. Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the Board of Commissioners to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact Melissa Asher at masher@cpsr.us or (916) 471-3358.**

Sincerely,



Melissa Asher
Senior Practice Leader, Products and Services

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About CPS HR Consulting

CPS HR Consulting has been assisting organizations with their talent management needs for over 34 years. We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout North America. Our core competency is its knowledge of and expertise in the public sector.



CPS HR offers clients a comprehensive range of competitively priced services, all of which can be customized to meet your organization's specific needs. We are committed to supporting and developing strategic organizational leadership and human resource management in the public sector. We offer expertise in the areas of organizational strategy, recruitment and selection, training and development, and organization and workforce management.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Higher Education, and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

With more than 120 full-time employees as well as 200+ project consultants and technical experts nationwide, CPS HR delivers breakthrough solutions that help public sector organizations impact the communities they serve. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, California. We have regional offices in Austin, TX; Littleton, CO; and Orange County, CA.

Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through **more than 18 years** of placing top and mid-level executives in public agencies throughout the United States.

- **Unmatched Recruitment Experience for Government Agencies.** CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- **Seasoned Executive Recruiters.** Our recruiters possess a high level of expertise in recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- **Success Recruiting Non-Job Seeking Talent.** We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Vast Pool of Public Agency Contacts.** CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.
- **Satisfied Clients.** *Our executive search client satisfaction rating averages 4.6 on a scale of 5.* While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.
- **Retention/Success Rate.** Our success rate is tied to the longevity of the candidates we place, currently more than 91% of our placements are still in their position after two years.

Our Approach

Key Stakeholder Involvement

The Board of Commissioners (Commissioners) on behalf of the Riviera Beach Community Redevelopment Agency (CRA) must be intimately involved in the search for a new Executive Director. Our approach assumes their direct participation in key phases of the search process. At the discretion of the Commissioners, other key stakeholders may also be invited to provide input for the development of the candidate profile.

CRA's Needs

A critical first step in a successful executive search is for the Board of Commissioners to define the professional and personal qualities required of the Executive Director. CPS HR has developed a very effective process that will permit the Commissioners to clarify the preferred future direction for the CRA; the specific challenges the CRA is likely to face in achieving this future direction; the working style and organizational climate the Commissioners wish to establish with the Executive Director; and ultimately, the professional and personal qualities required of the Executive Director.

Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected the new Executive Director. We will contact the Board of Commissioners and the newly appointed Executive Director within six months of appointment to ensure an effective transition has occurred.

Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates.

Methodology and Scope of Work

Our proposed executive search process is designed to provide the CRA with the full range of services required to ensure the ultimate selection of a new Executive Director uniquely suited to the CRA's needs.



Phase I: Our consultant will meet with the Board of Commissioners to ascertain the CRA's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the CRA.

Phase II: The recruitment process is tailored to fit the CRA's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

Phase III: The selection process is customized for the CRA. CPS HR will work with the Commissioners to determine the process best suited to the Riviera Beach Community Redevelopment Agency.

Phase I - Develop Candidate Profile and Recruitment Strategy

- Task 1 - Review and Finalize Executive Search Process and Schedule**
- Task 2 - Key Stakeholder Meetings**
- Task 3 - Candidate Profile and Recruitment Strategy Development**
- Task 4 – Develop Recruitment Brochure**

The first step in this engagement is a thorough review of the CRA's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new Executive Director. Activities will include:

- Identifying key priorities for the new Executive Director and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the Board of Commissioners wishes to establish with the Executive Director.

- Generating lists of specific competencies, experiences, and personal attributes needed by the new Executive Director in light of the discussions above.
- Discussing recruitment and selection strategies for the Commissioners' consideration to best produce the intended results.

CPS HR will provide a summary to the Commissioners stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the Commissioners for review. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at www.cps hr.us/search.

Phase II – Aggressive, Proactive, and Robust Recruitment

Task 1 – Place Advertisements

Task 2 - Identify and Contact Potential Candidates

Task 3 – Resume Review and Screening Interviews

Task 4 – Commissioners Select Finalists

The recruitment process is tailored to fit the CRA's specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements on professional and affiliate websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

Advertising Sources	
● NAHRO	● National Association of Development Organizations
● FNAHRO	● National League of Cities
● SERC-NAHRO	● National Hispanic Network
● Careers in Government	● National Forum of Black Public Administrators
● National League of Cities	● Women Leading in Government
● GovernmentJobs.com	● Asian American Government Executives
● LinkedIn	

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.

CPS HR is focused on reaching a diverse candidate pool and would recommend publications/websites that are targeted to minority and female candidates. In addition to placing ads on websites aimed at minority candidates, we will contact leaders within appropriate associations to gain their insight and referrals of possible candidates.

Within the past three years, more than 40% of our executive level placements have been minority and/or female candidates.

CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the CRA Executive Director brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

We will:

- Convey a strong sense of the purpose and strategy of the CRA. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the CRA or continuing to ensure the public confidence in the integrity of the CRA.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the Commissioners are seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will personally speak to selected candidates during a preliminary screening interview and will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the Board of Commissioners. Typically, the

report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the Commissioners to review this report and to assist them in selecting a group of finalists for further evaluation.

Phase III – Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 – Final Preparation for Appointment

Task 4 – Contract Negotiation (if requested)

CPS HR will design a draft selection process based on information gathered in Phase I. We will meet with the Commissioners to review this process and discuss the CRA's preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

We will coordinate all aspects of the selection process for the Commissioners. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the Commissioners with deliberation of the results; and contacting both successful and unsuccessful candidates.

Following the completion of the selection process, CPS HR will be available to complete the following components:

- **Arrange Follow-up Interviews/Final Assessment Process:** Should the Commissioners wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- **Conduct In-Depth Reference Checks:** The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made, contingent upon that reference being successfully completed, so as not to jeopardize the candidates' current employment situation.) Candidates are requested to provide a minimum of five references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for the CRA. A written (anonymous) summary of the reference checks is provided to the CRA.
- **Conduct Background Checks:** We will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, and other sensitive items. Should any negative or questionable content appear during these

checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to the Commissioners for further review.

- **Contract Negotiation (if requested):** Successful negotiations are critically important, and we are available to serve as your representative in this process. With our expertise, we can advise you regarding current approaches to various components of an employment package. We can represent your interests with regards to salary, benefits, employment agreements, housing, relocation, and other aspects, with the ultimate goal of securing your chosen candidate.

Timeline

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of new CRA Executive Director can be completed in 14 to 16 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1				Month 2				Month 3				Month 4			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting	➤															
Draft Brochure		➤														
Brochure Approved/ Printed & Place Ads			➤													
Aggressive Recruiting						➤										
Final Filing Date							➤									
Preliminary Screening									➤							
Present Leading Candidates										➤						
Interviews											➤					
Reference/ Background Checks												➤				
Final Interviews													➤			
Appointment														➤		
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Our Executive Recruiting Team

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. Your executive recruitment team will be Mr. Andrew Nelson, Mr. Josh Jones, Ms. Kylie Wilson, and Mr. Frank Rojas. They will work collectively to fulfill the CRA's needs in a timely and effective manner. We are committed to providing each of our clients the same level of service excellence, and we take great care not to take on more work than this commitment allows. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the CRA. Their biographies follow.

Role/Project Assignment	Name	Phone	Email
Executive Recruiter	Andrew Nelson	916-471-3329	anelson@cpsshr.us
Executive Recruiter	Josh Jones	916-471-3301	jjones@cpsshr.us
Executive Recruiter	Kylie Wilson	916-471-3325	kwilson@cpsshr.us
Senior Executive Recruiter	Frank Rojas	916-471-3111	frojas@cpsshr.us

Team Biographies

Andrew Nelson, Executive Recruiter

Andrew Nelson brings an extensive background in government service to his role as Executive Recruiter at CPS HR Consulting through city administration, transportation planning, and court management as well as professional recruiter training from the U.S. military.

Mr. Nelson has significant experience with recruitments of professional and management positions for the public sector. Prior to joining CPS HR Consulting, Mr. Nelson served as City Administrator for the City of Kemmerer, WY and as director of the Casper Area Metropolitan Planning Organization. This hands-on experience gives Mr. Nelson perspective to the mindset and needs of senior public officials recruiting open positions.

Beyond recruitment, his duties included comprehensive administration of their human resources policies. This consisted of assessing job performance, approving job descriptions and their associated revisions, revising employee policies, leading collective bargaining negotiations for the city, assessing and investigating risk management claims, and continuing training for all employees.

Additionally, Mr. Nelson currently serves the United States Coast Guard as an Auxiliary Recruiter. His role is to provide a local presence in Las Vegas for the regional office in Phoenix. He received formal training in recruitment, including sales, marketing, and interviewing skills at the Coast

Guard Training Center Cape May (New Jersey) and has received an Auxiliary Sustained Service award and a Coast Guard Meritorious Team Commendation as a direct result of his recruiting efforts.

Josh Jones, Executive Recruiter

Josh Jones brings nearly ten years of public sector experience to his role as Executive Recruiter at CPS HR Consulting. He holds a Master's degree in Public Administration from the University of Kansas and has worked with both cities and counties in such high-level roles as City Manager and Deputy CAO. With this direct professional experience, Mr. Jones brings a practitioner's touch to recruitments and understands the unique needs of clients whether they are elected officials or management staff. Combining this knowledge with a sincere interest in the client's success, he ensures an exceptional level of service and satisfaction.

Utilizing his extensive professional network and data-driven recruiting techniques, Mr. Jones successfully sources high-quality candidates for both urban and rural clients in a wide variety of public sector fields including city and county management, housing, transit, social services, emergency communications, public safety, utilities, finance, municipal law, and more. He fosters genuine relationships and enjoys enriching the professional lives of clients and candidates alike through his recruitment services.

Kylie Wilson, Local Executive Recruiter (resides in the Houston, Texas area)

Kylie Wilson has over twenty-five years of professional and management experience in the public sector. Ms. Wilson has worked directly with local government organizations and associations, predominately human resources personnel and city management, with employee development, job board vacancies for recruitment, leadership conferences, live training and workshops, online learning management system (LMS) opportunities, and other client needs primarily for entities in Texas, Colorado, New Mexico, Washington, Oregon and California.

She recently served as the Assistant to the City Manager for the City of League City, Texas. In this role she provided analytical, administrative, and management support as a liaison between the City Manager and the department executive leadership team, community leaders, associations and citizens. Ms. Wilson also provided management and oversight to key programs, projects and processes by evaluating City operations and making recommendations to improve operational implementation of a strategic plan, to include short-term and long-term goals and objectives, for City operations, identifying opportunities for improving methods and procedures. Prior to that, she worked in a number of impactful management roles for municipal government entities in Texas to include the City of Baytown, the City of Missouri City, and the City of Georgetown. She has a passion for public service and a strong skill set for being mission driven and results oriented, while always maintaining an optimistic and engaging demeanor.

Frank Rojas, Senior Executive Recruiter

Frank Rojas is a Senior Executive Recruiter with CPS HR Consulting. Frank brings more than 30 years of recruiting experience from the highly competitive direct placement and contract labor industries as well as the corporate environment. Mr. Rojas has significant experience placing corporate leaders, executive, professional, and technical staff including individual contributors for government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation and private industry.

In addition to recently completing recruitments for City of Glendale, County of Imperial, City of Long Beach, City of Redlands, City of Oxnard, and Desert Water Agency, recent successful efforts include positions of City Manager, County Administrative Officer, Director of Human Resources, Chief Executive Officer, Purchasing Officer, and Director-level hires for Finance, Administrative Services, Engineering, Emergency Services, Regulatory Compliance, and Division/Site General Managers.

Mr. Rojas began his career in Contract Labor and over the next 20+ years launched seven start-up offices in several states and locations providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media. He was named in the top 1% viewed profiles on LinkedIn. Mr. Rojas has established a strong client and customer base through trust, effective recruiting, relationship building, and teamwork.

References

Provided below is a partial list of clients we have recently worked with in providing similar executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

CLIENT AND PROJECT(S)	CONTACT
City of Tampa, FL (Multiple Recruitments – 2019-2020)	Mike Swain, Employment Services Manager 306 East Jackson Street Tampa, FL 33602 (813) 274-8911 mike.swain@tampagov.net

The City of Tampa contracted with CPS HR to complete three high-profile recruitments identified by incoming Mayor Jane Castor. These included the City's Chief Building Official, Neighborhood Empowerment and Community Affairs Administrator, and the first Sustainability and Resiliency Officer. CPS HR provided both full recruitments (Phases I-III) and a partial recruitment (Phases I-II), which entailed all tasks as described in our methodology. Vigorous outreach resulted in over 400 applications and two external placements and one internal placement.

City of University City, MO Director of Planning and Development (2018)	Gregory Rose, City Manager 6801 Delmar Boulevard University City, MO 63130 (314) 505-8534 grose@ucitymo.org
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CPS HR provided a full (Phases I-III) recruitment for the City, which entailed all tasks as described in our Methodology. This search required some of our most comprehensive outreach efforts as the location and salary proved to be difficult for the labor market, but we were able to place an excellent candidate that the City was thrilled with by utilizing our deep networks.

City of Bozeman, MT City Manager (2020)	Dennis Taylor, Interim City Manager 121 N Rouse Bozeman, MT 59771-1230 (541) 729-5510 DTaylor@BOZEMAN.NET
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CPS HR provided a full (Phases I-III) recruitment for the City, which entailed all tasks as described in our Methodology. The search was conducted during the COVID-19 pandemic and was successfully finished remotely using innovative tools and strategies.

Cost Proposal

Professional Services

Our professional fixed fee covers all CPS HR services and deliverables associated with **Phases I, II, and III** of the recruitment process, including the necessary field visits to develop the candidate profile and recruitment strategy, assist the Commissioners with finalist selection, and facilitate candidate interviews.

Travel expenses for candidates who are invited forward in the interview process are not included under our cost proposal. However, should the CRA desire, CPS HR's Travel Team is available to coordinate these arrangements. This may require funds being added to our contract.

Professional Fixed Fee & Reimbursable Expenses*	
Professional Services Full Recruitment (Fixed Flat Fee)	\$25,000

*Our fee would be billed and paid over a four-month period.

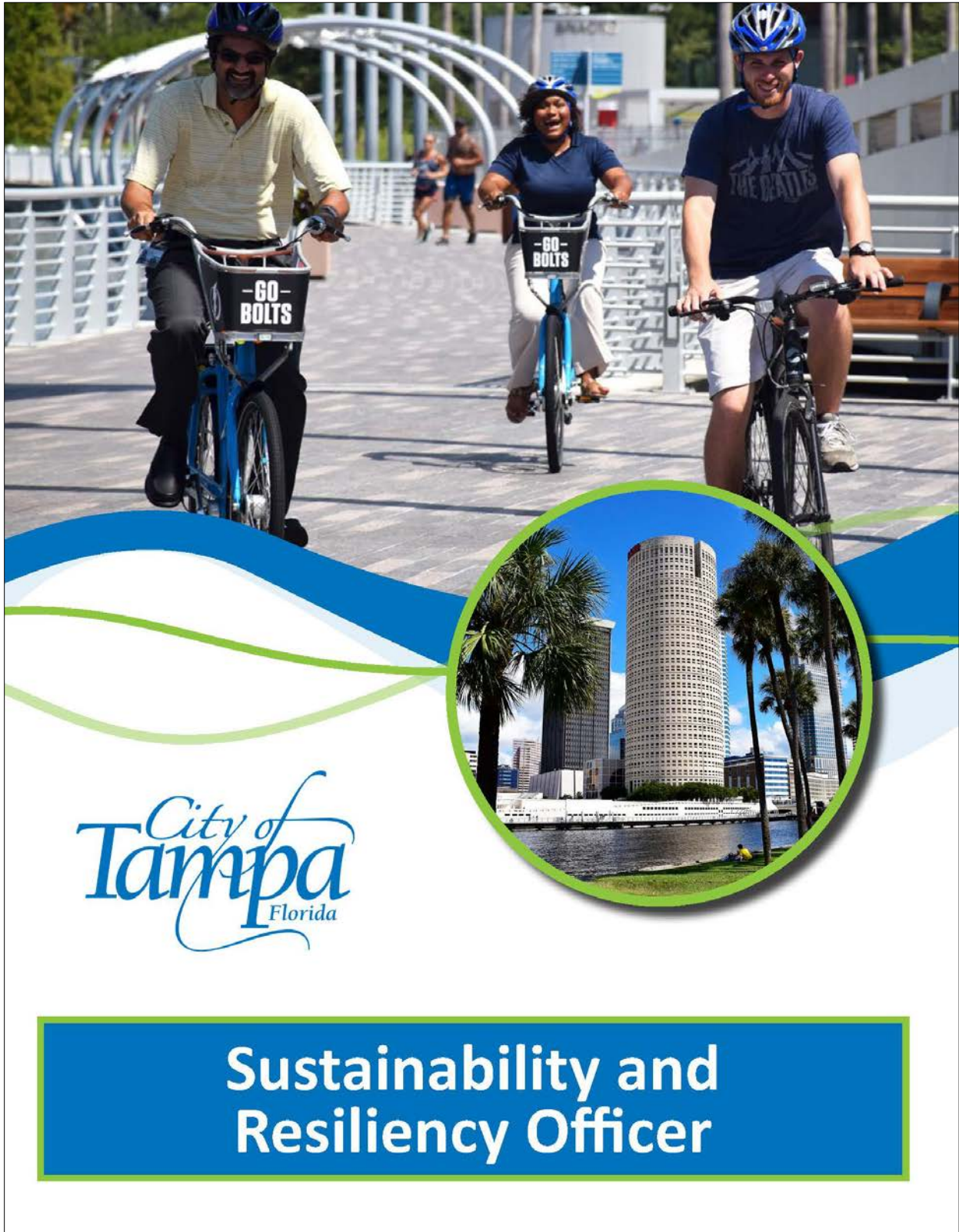
One-Year Service Guarantee

If the employment of the candidate selected and appointed by the CRA as a result of a full executive recruitment (Phases I, II, and III) comes to an end before the completion of the first year of service, CPS HR will provide the CRA with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The City would be responsible only for direct expenses i.e., marketing, advertising, consultant travel and miscellaneous costs. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the one-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the City of Riviera Beach in this important endeavor.

Appendix A: Sample Brochure



City of Tampa
Florida

Sustainability and Resiliency Officer



Tampa – Your Next Career Move

It's a great life in Tampa Bay. We have all the amenities of major cities, with the community feel of smaller towns. We're home to top-rated public schools, universities, hospitals, and everywhere you go, you're close to bays, beaches, rivers, and lakes. Tampa Bay has the kind of year-round weather the rest of the country dreams about. With an average annual temperature of 73 degrees and 243 days of sunshine, fun in the sun is a year-long adventure.

To learn more, go to: www.tampagov.net and www.makeittampabay.com

THE POSITION

As one of her major priorities, Mayor Jane Castor has created a new senior level position to oversee the management of sustainability and resiliency at the City of Tampa. This is a key position appointed by the Mayor and charged to oversee the implementation of an aggressive citywide agenda, including:

- Implementing the City's Sustainability and Resiliency Roadmap
- Developing a Tampa Climate Action and Resilience Plan
- Tackling Stormwater Management and Sea Level Rise
- Transitioning the City to 100% Renewable Energy by 2045
- Ensuring citywide environmental justice for all residents
- Coordinate all City efforts concerning sustainability and resiliency

Critical goals of this position are to lead and manage the City's approach to develop a Citywide plan for addressing sustainability and resiliency across multiple levels. The plan would identify efforts to mitigate the effects of climate change and sea level rise through human-made or natural disasters; minimizing the economic impact of these events on Tampa and its residents; and evaluating key City infrastructure for repair or replacement through the PIPES plan (Progressive Infrastructure Plan to Ensure Sustainability) and other capital improvement projects.

This position will also be instrumental in tying together the sustainability and resiliency aspects of the Mayor's four transition advisory teams focused on transportation, development and construction services, workforce development, and affordable housing.

The Sustainability and Resiliency Officer will play a critical role in preparation, response, and recovery activities related to emergency response for the City of Tampa.





Fast Facts About Tampa

- Total City population: 393,000
- Home of three professional sports teams: the Tampa Bay Buccaneers (NFL), Tampa Bay Rays (MLB), and Tampa Bay Lightning (NHL)
- Named one of the nation's top 10 markets for real estate investors (2018) by Price Waterhouse Coopers and the Urban Land Institute
- Named one of the top 25 cities that Millennials are moving to now (Time)
- Ranked one of the best places to live (U.S. News & World Report)
- 400 square miles of open-water estuary
- 3 million people call greater metropolitan Tampa Bay area home
- The Tampa Bay area is the 5th most popular moving destination in the U.S. (Penske)

IDEAL CANDIDATE

The Mayor seeks a passionate and experienced environmental professional fluent in all subject matter relevant to sustainability and resilience policy at the municipal level. Previous experience in a large organization is preferable, though demonstrable success at any level of government or successful implementation of sustainability programs in a corporate or nonprofit environment will also be considered.

The City is also looking to improve its internal sustainability, and therefore seeks a strong **project management professional** with proven experience in implementing change across an entire organization. The successful candidate will have experience evaluating different policies and selectively implementing them into regular business practices for their organization. The City desires someone with a strong technical background, though it isn't a prerequisite for the position. This could include familiarity with maintenance procedures, plan review, electrical/mechanical systems, and energy designs or specifications in order to provide internal consulting to various City departments in the implementation of their sustainability goals. Further, the selected candidate will be able to develop, track, and report performance metrics for the strategic use of the Mayor, Council, and the public.

The ideal candidate will be able to clearly communicate the causes of climate change, corrective policy options that may help remediate climate threats to the City, and recommended alternatives with elected officials, agency peers, and members of the public.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in public administration, environmental sciences, planning or closely related field with a minimum of 5 years of progressively responsible experience in sustainability, environmental energy efficiency or related field. Master's degree preferred. Strong consideration will be given to candidates with demonstrated leadership by implementing complex projects or initiatives in a matrixed organization.

An active Leadership in Energy and Environmental Design (LEED), American Institute of Certified Planners (AICP), Certified Energy Manager, Project Management Professional (PMP), or similar Facility/Energy related certification is preferred.

A Message from the Mayor:

“We'll look at cities around the globe that are leaders in sustainability and resilience and bring what's working back to Tampa to create a blueprint for changing Tampa's future.”

– Mayor Jane Castor, WUSF Public Media, August 1, 2019.

COMPENSATION

Compensation and benefit package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate. The salary range is \$89,094 to \$131,788. A standard City of Tampa benefits package is included.

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Friday, January 17, 2020**. Resume should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://executivesearch.cpshr.us/JobDetail?ID=579>



For further information contact:
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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews. Candidates deemed most qualified will be referred for additional interviews. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

During periods when the Mayor issues an emergency declaration for the City of Tampa, all employees may be required to work in preparation, response or recovery activities related to the stated emergency.

