



**Background:**

The Board has asked the Acting County Administrator to manage a contract with a professional executive recruiter seeking to select a County Administrator.

Staff has reviewed a number of qualified executive recruitment providers and is recommending Roberts Consulting Group, Inc.

Roberts Consulting Group has extensive experience in conducting such recruitments for counties throughout the country and, in particular in California. Norm Roberts, the firm’s principal and lead on this recruitment, was one of the pioneers in this field and has continued to conduct recruitment for top level executives for over 30 years. (Over 3000 recruitments, more than 300 at the chief executive level). Mr. Roberts comes highly recommended by former and current clients that we contacted. The majority of their clients are repeat customers. Most recently, Mr. Roberts conducted recruitments for chief executives for Santa Clara, Contra Costa, and Riverside Counties.

Mr. Roberts proposed approach would be to meet with your Board on August 25, 2009 to discuss your interests to be met by a successful County Administrator candidate and to lay out his recruitment plan. Generally it would include: ascertaining your needs and interests, identifying and recruiting candidates, verifying background information, screening candidates for the group who would be likely to provide the best fit, coordinating assessments such as an oral panel of sitting and former chief executives and inputs from internal staff if desired, and negotiating an employment contract with the selected candidate. Roberts Consulting Group also offers a one year guarantee which provides for a subsequent recruitment for which only out of pocket expenses would be charged in the event that the selected candidate is not successful for a full year after hire.

The fee for this contract is \$27,000 inclusive of expenses, which appears to be consistent with the total costs of the other professional recruitment firms that we contacted.

The Board is requested to authorize the Acting County Administrator to execute a contract for executive recruitment services with Roberts Consulting Group, Inc.

**Attachments:** None.

**On File With Clerk:** Roberts Consulting Group Proposal; Draft Contract.

**CLERK OF THE BOARD USE ONLY**

**Board Action (If other than “Requested”)**

**Vote:**