

# **City of Myrtle Beach Request for Qualifications**

## **Executive Search Firm**

**Issue Date: January 21, 2021**



*First in Service*

**Issued By:**

**Purchasing Division  
3231 Mr. Joe White Avenue  
Myrtle Beach, SC 29577  
Phone: 843-918-2170  
[www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com)**

## **Introduction and Background**

The City of Myrtle Beach is seeking qualifications from executive search firms to assist in the recruitment and hiring of an Assistant City Manager.

The City of Myrtle Beach, South Carolina utilizes a Mayor/Council/Manager form of government. Registered voters elect a mayor and eight council members. The mayor is a voting member of City Council making up a nine-member elected City Council which functions as the legislative and policy making body. The City Manager is appointed by the City Council and serves as the chief executive officer of the city and is responsible for overseeing the day-to-day operations of the City. The City Manager works in conjunction with two Assistant City Managers, and a Chief Financial Officer.

The City of Myrtle Beach is a residential community and vacation destination at the heart of the Grand Strand, a 60-mile stretch of South Carolina's northeastern coast. Our 30,000 permanent residents and millions of visitors enjoy the wide beaches, the warm weather, and an incredible range of entertainment, nightlife, golf, shopping, dining, and live theatre. The City has 900 staff members. It is a full service municipality providing the following services: administration, finance, accounting, payroll, utility billing, public works, solid waste, information technology, parks and recreation, planning and zoning, code enforcement, fire/EMS, law enforcement, and municipal court.

## **Scope**

The City is seeking a firm to perform the full range of services related to the recruitment process, including but not limited to:

- Development of recruitment strategy, including job announcements, position profile, and related material for approval by the City Manager.
- Develop a suggested “preferred candidate” profile based on community needs, workplace needs and culture, along with the attached job description (Exhibit A.)
- Publicize job announcement in various employment websites and professional network; oversee a nationwide search for qualified candidates; ensure a very diverse candidate pool.
- Identify and submit candidates for consideration; summarize the qualifications of top candidates with justification of their rankings.
- In conjunction with the City, coordinate multiple rounds of interviews with candidates, utilizing online platforms for initial interview(s) as appropriate; prepare evaluation criteria and collect candidate materials as appropriate.
- Coordinate a thorough background check, including: reference check, credit check, criminal history check, social media check, other investigations as appropriate.
- Assist with contract development and negotiation as needed.

## **Response Requirements**

Responders should provide evidence of qualifications for work similar in nature to this project. Response requirements include:

- Letter of Interest containing general information about the firm (1 page)
- Resumes of key personnel (1 page per person)
- Information regarding the firm’s experience conducting similar executive searches (3 pages)
- A description of the recruitment process (3 pages)
- List of references with contact information – no less than 3 references (1 page)

Responses must be held firm for at least 120 days after response due date. Responses, as described above, must be sent to:

City of Myrtle Beach  
Procurement Office  
3231 Mr. Joe White Avenue  
Myrtle Beach, SC 29577  
Attn: Ann Sowers

Four (4) copies of responses must be submitted in a sealed envelope, and are due no later than 2:00PM on Friday, January 29, 2021. E-mail submissions will not be accepted. The City of Myrtle Beach is not responsible for late or misdirected mail.

### **Response Evaluation**

The City intends to “short-list” firms responding to this RFQ and may interview one or more firms to better assess their qualifications. The City will evaluate based on qualifications, experience and performance with similar projects, references, ability to provide timely services, awareness of project issues, as well as opportunities and constraints. Each firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines.

### **Evaluation Team**

The responses received will be independently evaluated by a review team who will work together to arrive at a final ranking of all submittals. The team will then make a recommendation. The City would then negotiate with the number one ranked search firm to determine if it is possible to come or enter into or agree to an acceptable contract. The City must approve any contract. If the City determines that it is unable to come to an acceptable contract, or if the City refuses to approve a contract with the number one firm, then the City shall negotiate with the number two firm. This process shall be followed until the City approves a contract.

The City reserves the right to waive technicalities or irregularities, accept the qualifications and award a contract, to postpone acceptance and award of the contract, to reject any and all qualifications received and re-advertise the project, to negotiate for a partial scope of work, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City.

The City of Myrtle Beach does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request.

### **Exhibit A**

Exhibit A is the classification/job description for the deputy city manager position. In addition, the City seeks a candidate that **must** have experience with the following:

- innovation/technology
- data-driven decision-making
- diversity/equity issues.

## CITY OF MYRTLE BEACH, SOUTH CAROLINA CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:** ASSISTANT CITY MANAGER

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial and administrative work to assist in the oversight of the daily operations of the City government and will be responsible for overseeing the departments that impact the operations of the City of Myrtle Beach including, but not limited to, Public Works and Capital Projects. Experience with utilities, capital projects, Stormwater projects, fleet management, and special projects is preferred.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Directs assigned City departments and their daily operations; establishes long range plans, goals and objectives; works with department heads; ensures programs, services and systems support City goals and objectives.

Analyzes operations, staffing levels and organizational structures, support systems, resources and effectiveness; works with department managers to identify needed changes and opportunities to improve effectiveness; conducts work sessions with the City Council to provide needed information and obtain policy direction on various issues.

Coordinates submission of budget proposals by assigned departments; oversees budget recommendation and adoption process; monitors revenues and expenditures of assigned departments for adherence to established budgetary parameters; prepares and submits financial reports to the City Council.

Manages and conducts varied special projects as requested; prepares proposals; researches information; reports study findings and recommendations; drafts ordinance changes; analyzes and reports on City departments, activities, accomplishments, programs and services; prepares and presents briefing papers and reports to the Council, and other administrative officials.

Attends and participates in City Council meetings and staff meetings; receives and reviews agenda items, presentations and reports; prepares and presents agenda items, presentations and reports; answers questions and provides information as requested.

Establishes, develops and maintains a variety of professional relationships with external parties in support of government plans, programs and services; maintains effective communication with the press and the general public; collaborates with other local, state and federal government agencies on issues which affect the City.

Oversees the personnel functions for assigned departments through subordinate managers and staff; ensures personnel programs and services comply with state, federal and local regulations, support City goals and objectives, and provide fair and equitable work environment for City employees; supervises investigations against City personnel, grievance and other complex employee relations issues; assists citizens with issues that cannot be

resolved by department staff and/or which are sensitive/political in nature; investigates complaints; resolves and recommends solutions.

Prepares or completes various forms, reports, correspondence, charts, budget documents, agenda items, spreadsheets, presentations, performance appraisals, or other documents.

Receives various forms, reports, correspondence, statistical data, invoices, budget documents, time sheets, job applications, agenda items, project status reports, codes, ordinances, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with City officials, City employees, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes presentations or speeches as needed; represents City Manager at various meeting and functions.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new products, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## **ADDITIONAL FUNCTIONS**

Acts as City Manager in absence of same. Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Master's degree in public administration; ten (10) year(s) of progressively responsible experience in local government; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid South Carolina driver's license.

## **COMPETENCIES**

### **Core Competencies**

These competencies are identified by City of Myrtle Beach leadership and must be demonstrated by all employees across the organization.

- **Self-Development** - Is personally committed to and actively works to continuously improve him/herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits
- **Integrity and Trust** - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain
- **Ethics and Values** - Adheres to an appropriate and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches
- **Customer Focus** - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts

with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect

- **Public Service** - Demonstrates the competency of public servant by serving the needs of our community and going the extra mile to ensure our residents are taken care; shows attention to small details
- **Approachability** - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower - getting informal and incomplete information in time to do something about it

### **Job Specific Competencies**

These competencies are specific to the essential functions of this job

- **Strategic Agility** - Sees ahead clearly; can anticipate future consequences and trends accurately; has knowledge and perspective; is future focused; can accurately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans
- **Decision Quality** - Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions
- **Business Acumen** - Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; knows the competitor; is aware of how strategies and tactics work in the marketplace
- **Negotiating** - Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing
- **Vision/Purpose (Managing)** - Communicates a compelling and inspired vision or sense of core purpose; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision shareable by everyone; can inspire and motivate entire units or organization

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Myrtle Beach, South Carolina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Myrtle Beach, South Carolina will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*