

**To:** President and Members of the Munster Town Council

**From:** Patricia Abbott  
Controller/Interim Town Manager

**Date:** June 15, 2024

**Re:** Engagement Letter: Department Head Search

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An Interim Director of Operations has been in place for about six months, and the time has come to find a permanent Director. At the May 20, 2024, meeting, Council approved Organizational Development Solutions, Inc. (ODS) to perform a salary and benefit study. ODS also performs recruitment services, and Staff requested a proposal for this work.

The proposed scope of work includes working with Council/Search Committee to do the following.

1. Develop a timeline
2. Identify salary range and benefits
3. Update the job description
4. Write the job posting and place in local and national organization listings, Indeed, and social media
5. Screen applicants for education, qualifications and overall fit within the organization
6. Conduct phone and in-person interviews to narrow the field.
7. Conduct second interviews with candidates and Interim Town Manager to determine candidates to be interviewed by Council
8. Facilitate interviews between final candidates and Council

The project will be billed at \$125.00/hour plus posting expenses. The anticipated cost is between \$5,500.00 and \$7,500.00. Because they concentrate on Northwest Indiana for all its work, ODS has an in-depth knowledge of the area. Staff believes ODS is the best option for identifying Munster's next Director of Operations. If the proposal is approved, work would begin immediately and it is anticipated that the successful candidate would be in place by the end of October.

#### **RECOMMENDED ACTION:**

By motion and voice vote, move to approve proposal from ODS dated July 9, 2024, to perform the search for the next Director of Operations at a cost not to exceed \$7,500.00.