Recommendation: (Policy Item: Yes___ No_X__)

Approve this resolution authorizing Chairman to execute an agreement with Norman Roberts and Associates, executive recruiting firm, to provide recruitment services for the position of Administrative Officer.

Background and History of Board Actions: The Board of Supervisors has directed that a contract be negotiated with Norman Roberts and Associates to provide executive recruiting services for the position of Administrative Officer which becomes vacant December 31, 1992.

The cost of this contract will be paid from the salary savings in the Administrative Officer position.

Costs:
- Budgeted: $18,000.00
- Source: Salary savings

Copies of this contract will be available for the Board of Supervisors meeting on Tuesday, November 24, 1992.

List Alternatives and Consequences of Negative Action:

Do not approve this contract and conduct recruitment through usual local and specialized advertising sources.

This is a specialized recruitment, and usual advertising sources might not yield a broad field of qualified candidates to be considered for this position.

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**Costs:**

- A. Budgeted current FY $ X_
- B. Total anticipated costs $ ___________
- C. Required additional funding $ ___________
- D. Internal transfers $ ___________

**Source:**

- A. Unanticipated revenues $ ___________
- B. Reserve for contingencies $ ___________
- C. Source description: Balance in Reserve for Contingencies, if approved: $ ___________

**Special Instructions:**

List the attachments and number the pages consecutively:

- Contract
- Breakdown of Fees

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**Clerk's Use Only:**

- No. of Attachment: 02 (Rev. 03/02)
- Ord. No. ___________
- Vote: Ays. ___________
- Noes. ___________
- Absent: ___________
- Abstained: ___________
- Approved: ___________
- Denied: ___________
- Minute Order Attached: ___________

The foregoing instrument is a correct copy of the original on file in this office.

**Date:** ___________

**Attest:**

- MARGIE WILLIAMS, Clerk of the Board
- County of Mariposa, State of California

**By:**

- Deputy

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**Administrative Officer's Recommendation:**

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment:

- A.O. Initials: [Signature]

Action Form Revised 5/92
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JOhn MC CAMMAN, ADMINISTRATIVE OFFICER
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD
RE: CONTRACT WITH NORMAN ROBERTS AND ASSOCIATES FOR RECRUITMENT OF CAO

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on December 8, 1992

ACTION AND VOTE:

9:54 a.m. Resolution Authorizing Chairperson to Sign Agreement with Norman Roberts and Associates, Inc., for Recruitment for County Administrative Officer Position (Administrative Officer) (Continued from 11/24/92)
BOARD ACTION: Administrative Officer provided information on breakdown of costs, and advised of proposal received from David M. Griffith. Input was provided by: Doug Balmain, Bud Swift, and Fay Dyer. (M)Radanovich, (S)Baggett, Res. 92-655 adopted approving and authorizing Chairperson to sign agreement with Norman Roberts and Associates; and direction was given that the recruitment package be approved by the Board prior to distribution and that the screening process be amended to include a citizens committee/Ayes: Baggett, Punte, Radanovich; Noes: Taber; Excused: Erickson.

cc: File
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JOHN MC CAMMAN, ADMINISTRATIVE OFFICER
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD
RE: RECRUITMENT FOR ADMINISTRATIVE OFFICER POSITION

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA
ADOPTED THIS Order on November 24, 1992

ACTION AND VOTE:

Resolution Authorizing Chairperson to Sign Agreement with Norman Roberts and Associates for Recruitment for Administrative Officer Position (Administrative Officer)
BOARD ACTION: Input was provided by Fay Dyer, Doug Balmain, and Mary Jane Brown. Matter was continued to December 8, 1992, for review of proposed contract.

cc: File