Seeking Local Government Professionals

NATIONAL FIRM - LOCAL FOCUS

GovTempsUSA
Authorized Representative
GovTempsUSA, the interim staffing line of business of GovHRUSA, specializes in placing professionals in local government positions on a temporary basis. GovTemps offers comprehensive placement services that range from project specific and short-term assignments to long-term, outsourced arrangements.

GovTemps is growing. Since its founding in 2011, GovTemps has assisted 171 local governments in 11 states with filling over 420 positions. As a result, GovTemps is seeking candidates to serve as Authorized Representatives (ARs) in various regions of the country to maintain and expand the market. ARs must possess local government management backgrounds coupled with broad based networks and connections with local government professionals in their assigned region.

### About GovTemps

GovTemps is headquartered in the Chicago area. The principals Joellen Cademartori and Heidi Voorhees were professional managers in local governments in several states and are experienced in human resources, local government administration, executive recruitment and management consulting. GovTemps daily operations are headed by Senior Vice President, Mike Earl, who has been in the position for three years after a 31-year career as a local government manager, assistant manager, department head and HR director.

In 2014, Voorhees Associates became GovHR. GovHR is a nationally recognized local government recruitment firm having conducted recruitments, and management and human resources consulting services in 33 states. With the added leverage of GovHR’s national consultants, GovTemps is well positioned to meet the temporary staffing needs of local government clients across the country. In fact, GovTemps is the only local government staffing firm in the country with a national presence.

### Key Position Responsibilities:

ARs will typically source and place successful candidates who have previously worked for a local government unit. A key benefit afforded to GovTemps employees is a matching contribution of up to 3% towards an IRA retirement plan. Temporary position assignments can be as short as one month or as long as a year.

GovTemps’ corporate headquarters will work with ARs regarding business strategy, marketing, and fiscal/corporate recordkeeping. ARs will promote GovTemps and GovHR both to potential candidates and local government clients in the assigned region. Including: attendance at professional networking events and conferences, direct mailings, and site visits.
Position Details

Successful Candidate
A successful GovTemps Authorized Representative will have a deep understanding of local government operations, public sector dynamics, human resources functions, and possess strong interpersonal skills. Likely successful candidates will have experience in managing a full-service local government as a Manager/Administrator, Assistant Manager/Administrator or HR Director. In addition to possessing a passion for excellence in local government with a strong customer service orientation, candidates must have:

Knowledge of:
- Local government operations, staffing requirements and position responsibilities.
- Existing local government professional associations in the assigned region.
- Local government hiring practices and procedures in assigned region.

Be Skilled in:
- Having conversations with local government officials to learn or convey information effectively.
- Developing solutions to organizational staffing challenges.
- Maintaining and expanding current and prospective professional networks to establish and maintain client base.
- Implementing and advancing business strategies to achieve desired results.

Ability to:
- Identify local governments that seek interim staffing and matching those governments with available interim personnel.
- Source potential candidates through social media outlets and professional network.
- Travel and attend professional conferences.
- Maintain communications with GovTemps corporate team to implement strategic plan and goals.

Compensation:
The compensation structure will be directly tied to results and performance. Benefits of serving as an AR include flexible work hours, ability to maintain and develop a local government professional network, funded attendance at approved professional conferences and the opportunity to work with a group of professionals who care passionately about good government at the local level.

Positions Filled:
ARs will work with new and existing clients to fill temporary positions such as:
- Accountants
- Administrative/Executive Support Staff
- Building Officials
- Building and Engineering Inspectors
- City Clerks
- City/County/Township Managers/Administrators
- Civil Engineers
- Economic Development Directors/Coordinators
- Finance Directors
- Fire Chiefs
- GIS Technician
- Human Resource Managers/Generalists
- IT Managers and Technicians
- Library Directors and Managers
- Park Directors/Managers
- Permit Clerks/Technicians
- Plan Review Officers
- Planners
- Police Chiefs/Public Safety Administrators
- Property Maintenance and Code Inspectors
- Public Works Administrators
- Water Supply Operators
How to Apply

It is expected that a team of Authorized Representatives will be engaged by October 1, with training and orientation to be provided in September.

Interested candidates should apply by August 5, 2019 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com. Questions and applications may be directed to:

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