



*Your Resource for Labor Relations and HR
Assistance*

**LOCAL GOVERNMENT
PERSONNEL INSTITUTE**

660 Hawthorne Ave., SE #150 Salem, OR 97301
(503) 588-2251 (503) 485-5900 fax
www.lgpi.org asklgpi@lgpi.org

LGPI Executive-Level Recruitment Services

LGPI offers recruitment assistance for clients with executive-level vacancies. Our services include:

Executive-Level Positions

- Assistant City Manager
- Finance Director
- Human Resources Director
- Public Works Director
- Other Department Heads

Recruitment Services

- Position and compensation package review
- Recruitment materials development
- Local and specialized advertising (print and online)
- Candidate resume review and screening
- Interview question development
- Interview scheduling
- Candidate communication

Background and Reference Checks

- Performed by LGPI's Investigators
- Interview current and previous employers
- Interview personal references
- Contact applicant if needed to complete investigation
- Review credit, civil, court, criminal and DMV records
- Follow up on information generated from the investigation
- Submit a report and make a recommendation for suitability and fitness of the applicant for the position

Our Consultant

**Ruth Mattox,
IPMA-CP, SHRM-CP, PHR**

Ruth brings a variety of management experiences to LGPI. She started her own small business at the age of 23, has senior management experience, and over 15 years as an HR professional.

Her public sector experience includes serving in the capacity of Assistant City Manager, County HR Director, and Administrative Services Director.

Contact Us:

Call LGPI at (503) 588-2251.