

**To the Mayor and Members of the City Council****January 14, 2025**

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**SUBJECT: PARK & RECREATION DIRECTOR RECRUITMENT PROCESS**

The purpose of this Informal Report is to provide an update on the City's hiring process to recruit for the Park and Recreation Director position in anticipation of the retirement of the current Director in Fiscal Year 2025.

**Overview**

Human Resources (HR) is committed to hiring qualified, talented and diverse individuals and desires a workforce that reflects the community we serve. The City's recruitment efforts seek to be inclusive so that all individuals have equal access to employment opportunities. The City's goal is to conduct an extensive and nationwide search for the organization's next strategic individual to lead the Park and Recreation Department.

**Recruitment Process**

The HR Department sought proposals from multiple executive recruitment firms to conduct the search for the Park and Recreation Director. HR extended the opportunity to nineteen (19) executive recruitment firms and received thirteen (13) proposals. Following the initial review, the HR Department submitted all proposals to the respective Assistant City Manager for review and consideration. In partnership with HR, the City selected Mosaic Public Partners (Mosaic) to conduct the recruitment and search. HR&A Advisors was also selected to provide additional support to Mosaic.

The City and Mosaic Public Partners discussed the overall recruitment strategy, ideal candidate qualities, key departmental projects and initiatives, advertisement sources, including the job boards to advertise the position that would attract a diverse applicant pool of qualified candidates, and agreed upon the timeline for the recruitment process, as noted below.

**Timeline**

- November 4, 2024 - Job Posting Opened
- December 9, 2024 - Job Posting Closed
- December 12, 2024 - Mosaic Public Partners met with CoFW Team to review the applicant pool and select semifinalists
- January 7, 2025 – Semifinalists virtual interviews
- January 10, 2025 – Semifinalist in-person interviews
- January 17, 2025 - Final interviews and Community Engagement activities
- Late January 2025 – Develop onboarding plan for the selected candidate

The Mosaic screening process includes a thorough review of the candidate's demonstrated work experience, including questionnaires, social media review and a background check for the top candidate(s).

For questions regarding this information, please contact Leila Peeples, Assistant Human Resources Director, at [Leila.Peeples@fortworthtexas.gov](mailto:Leila.Peeples@fortworthtexas.gov).

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