

Town Attorney Selection: Overview of Community Member Appointment Process



Community Member Charge for Participation in the Town Attorney Assessment Center:

The following charge includes input from the consultant.

1. Complete a Statement of Confidentiality;
2. Attend both days of the assessment center from 8:30 a.m. to 5:00 p.m., (tentatively June 18-19, 2020 and subject to change);
3. Work on a team with assessors who are local government leaders from other communities to facilitate one of three exercises; and
4. Observe and rate candidate performance and, in some cases, serve as a role player.

Assessors will receive training on how to apply behavioral-based rating systems.

In the interest of providing a clear timeframe for volunteers participating in the Town Attorney assessment center process, these appointed community members shall have met their charge after participating in both days of the assessment center, unless the Council determines otherwise.

Appointment Process:

The Council will confirm community member appointments at an upcoming meeting, likely May 27, 2020. The following is a projected timeline to complete the appointment process.

- Week of May 4, 2020: Town staff solicits applications from community members to participate in the Town Manager assessment center through eNews, social media, and targeted recruitment efforts; staff will be available to assist community members with the application process.
- Applications accepted through Monday, May 18, 2020.
- Week of May 18, 2020: A Council Committee meets to review applications and make a recommendation for the appointment of three to five community members to participate in the assessment center.
- May 27, 2020: Council approves or proposes modifications to the Council Committee's recommendation.
- May 28, 2020: Applicants notified about selection.
- June 18-19, 2020 (*dates tentative, subject to change*): Appointed community members participate in the Town Attorney assessment center.