

Staff Memorandum

Business Meeting – 03/21/2018



Overview: On January 24, 2018, the Council passed a resolution ([2018-01-24/R-14](#)) authorizing the Mayor to execute a contract with Developmental Associates to search for a Town Manager. The Town Manager recruitment and selection process includes the appointment of four to six community members to participate in a candidate assessment center.



Recommendations:

Recommendation: That the Council approve the process for recruiting and selecting between four and six community members to participate in the assessment center.

Recommendation: That a Council Committee be selected and authorized to recommend four to six community members for appointment by the full Council on May 2, 2018.

Community Member Charge:

The following charge includes input from the consultant, as reflected in the proposed steps for recruitment and selection of a new Town Manager provided to the Council at its February 14, 2018 meeting.

1. Complete a Statement of Confidentiality;
2. Attend both days of the assessment center from 8:30 a.m. to 5:00 p.m. on both May 31 and June 1, 2018;
3. Work on a team with assessors who are local government leaders from other communities to facilitate one of four 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 Manager assessment center process, these appointed community members shall have met their charge after participating in both days of the assessment center on May 31 and June 1, 2018, unless the Council determines otherwise.

Appointment Process:

The Council will confirm appointments to the task force at a regular meeting, likely May 2, 2018.

- Week of March 26, 2018: 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, April 16, 2018.
- Week of April 16, 2018: A Council Committee meets to review applications and make a recommendation for the appointment of four to six community members to participate in the assessment center.
- May 2, 2018: At its regular business meeting, Council approves or proposes modifications to the Council Committee's recommendation.
- May 3, 2018: Applicants notified about selection.

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- May 31 and June 1, 2018: Appointed community members participate in the Town Manager assessment center.