



Legislation Details (With Text)

**File #:** [18-0191]      **Version:** 1      **Name:**

**Type:** Discussion Item      **Status:** Filed

**File created:** 3/1/2018      **In control:** Town Council

**On agenda:** 3/7/2018      **Final action:** 3/7/2018

**Title:** Review of Draft Advertisement for Town Manager Process.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Draft Town Manager Job Description, 2. Long Town Manager Advertisement Revised, 3. Short Town Manager Advertisement Revised, 4. Email from the Public

Date	Ver.	Action By	Action	Result
3/7/2018	1	Town Council		received and filed

**Review of Draft Advertisement for Town Manager Process.**

**Presenter:** Heather A. Lee, Ph.D., SPHR      **Company:** Developmental Associates, LLC

**Overview:** On February 14, 2018, the Council provided job and organizational input to Developmental Associates for the recruitment and selection of a new Town Manager. The Council also requested that Developmental Associates schedule community input sessions and incorporate that input into the job advertisement that will be published as part of the recruitment process. Three drop-in input sessions were advertised to the public and streamed live via the Town’s social media channel:

- **Sunday, March 4** - 3:00 to 5:00 p.m.  
Hargraves Community Center Gymnasium meeting room, 216 N. Roberson St.
- **Monday, March 5** - 5:30 to 7:30 p.m.  
Christ United Methodist Church Youth and Young Adults Building, 103 Market St. in Southern Village.
- **Tuesday, March 6** - 1:00 to 3:00 p.m.  
Chapel Hill Public Library Meeting Room B, 100 Library Drive.

The next step in the process is for Developmental Associates to share the draft job advertisement with the Town Council, receive any additional feedback, and finalize the advertisement for posting and distribution.

☆ **Recommendation(s):**

That the Council offer feedback on the draft advertisement in order for Developmental Associates to finalize and post the job opening.

**Where is this item in its process?**

Here are the key dates for the Council during this selection process (*future dates are tentative and are subject to change*):

- 02/14/18:** Provide job and organizational input (Council Business Meeting)
- 03/04/18:** Community Input Session #1 (Hargraves Community Center)
- 03/05/18:** Community Input Session #2 (Christ United Methodist Church)
- 03/06/18:** Community Input Session #3 (Chapel Hill Public Library)
- 03/07/18:** Provide feedback on draft job advertisement (Council Business Meeting)
- 03/09/18:** Post job advertisement
- 04/11/18:** Conduct initial (first) level screening (5:00 PM Council Closed Session)
- 05/02/18:** Conduct second level screening (5:00 PM Council Closed Session)
- 06/01/18:** Assessment Center Debrief (Council Closed Session)
- 06/11/18:** Select candidate to extend conditional offer of employment (Council Closed Session)

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**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

PRESENTER: Heather A. Lee, Ph.D., SPHR, Developmental Associates, LLC

The purpose of this discussion is to review the draft advertisement and receive additional public comment regarding the Town Manager search.