

BOARD OF ALDERMEN

ITEM NO. (4)

**AGENDA ITEM ABSTRACT
MEETING DATE: June 8, 2010**

SUBJECT: Town Clerk Recruitment and Selection Process

DEPARTMENT: Human Resources	PUBLIC HEARING: No
ATTACHMENTS: A. Resolution B. Recommendation for Recruitment and Selection Process for Town Clerk and Advertisement	FOR INFORMATION CONTACT: Steve Stewart, 918-7315 Desiree White – 918-7321

PURPOSE

The purpose of this item is to discuss the recruitment and selection process for the position of Town Clerk.

INFORMATION

In a memo dated May 13, 2010 and sent to the Board of Aldermen via the Town Manager, Human Resources Director Desiree White suggested a proposed timeline for the recruitment and selection process for the position of Town Clerk, which will be vacated by Sarah Williamson on June 30, 2010.

The Board of Aldermen reviewed the correspondence and authorized the Human Resources Director to proceed with advertising for the position. The Board elected to further discuss the process and provide direction to the Town Manager and to staff as to how to proceed.

FISCAL IMPACT

n/a

STAFF RECOMMENDATION

Outlined in the attached memo.