

**A RESOLUTION ACCEPTING STAFF'S REPORT ON THE
RECRUITMENT AND SELECTION PROCESS FOR TOWN CLERK
Resolution No. 168/2009-10**

BE IT RESOLVED that the Town of Carrboro Board of Aldermen accepts staff's recommendation for the recruitment and selection process for Town Clerk.

MEMORANDUM

TO: Mayor and Board Members
FROM: Desiree S. White, HR Director
VIA: Steve Stewart, Town Manager
DATE: May 13, 2010
RE: Recommendation for Town Clerk Recruitment and Selection Process

At the Board meeting on Tuesday, May 11th, staff was requested to provide direction to the Board on the recruitment and selection process for the position of Town Clerk, which will become vacant on July 1st.

As the Town Manager mentioned in his comments to the Board on Tuesday, staff may be involved in the selection process as much or as little as the Board prefers; however, for the following reasons, I do recommend staff assistance.

1. HR Staff has extensive experience in the recruitment and selection process, as this is a regular job responsibility of both staff members.
2. Sarah Williamson's experience in the position for the past three decades provides her special insight into the knowledge, skills, abilities, and temperament required to perform the duties and responsibilities of the job. Given such, her input will be invaluable in helping to determine the candidate that will be a good fit for Carrboro based upon the interaction required with the Board, Town Manager, department heads, staff, and the public.
3. The Town Manager has previous experience in the recruitment and selection process for Town Clerk and works very closely with Sarah on a daily basis. While the position of Town Clerk is a board appointed position, for this reason the Board may wish to consider delegating the authority of daily supervision of this position to the Town Manager. His accessibility and physical proximity to the job would make it easier to provide performance feedback and answer questions or provide direction if needed. The Board would still have ultimate responsibility for the position.
4. Staff participation will allow the Board to focus more on the interview and less on having to be involved in the recruitment efforts during the Board's summer break. Staff, on the other hand, will be available over the summer and assistance with the process will not negatively impact daily operations.

With these reasons in mind, I recommend that staff assists the Board in the following manner:

- Advertise the position based on the duties and responsibilities outlined in the class spec (job description) approved by Sarah, including any special qualifications requested by the Board. Based on a survey of several entities in Carrboro's labor market, an appropriate annual salary for the board to consider would be \$51,804 - \$80,296.
- Establish a list of job related questions and/or scenarios.
- Schedule and conduct initial interviews.
- Provide a list of the most qualified candidates to the Board for consideration and interview.

If the Board prefers less involvement by staff, then either the Board or a committee of the Board could perform any or all of the steps suggested by staff.

Suggested Timeline Based Upon Staff Involvement as Outlined Above:

June 1 – July 16:	Advertise for the position
July 19 – 23	Review applications
July 26 – 30	Schedule initial interviews
August 9 - 13	Conduct initial interviews
August 16	Review interview results
August 20	Provide Board or Board Committee a list of most qualified candidates
August 23 – 24	Schedule interviews
August 27 – 31	Board or Board Committee (with staff as desired) conducts interviews
Early October	New Town Clerk reports to work (will be trained by Sarah for a period of time that will not extend beyond November 24).

Furthermore, I would recommend that in addition to the Board or Board Committee, the interview panel consists of a representative sample of people who work closely with Sarah on a regular basis.

Please advise if additional information is needed.

TOWN CLERK – Town of Carrboro. Full-time Perm. (Pop. approx. 20,000), a diverse and progressive community known as “the Paris of the Piedmont” seeks a qualified candidate to fill the position of Town Clerk (vacancy due to retirement). Reports to the Mayor and Board of Aldermen. Manages the daily operations of the Clerk’s office, which includes preparing, maintaining, and preserving official Town records; preparing all board agendas and some agenda items; attending weekly board meetings, recording proceedings and preparing minutes; managing public notice requirements; ordinances, and resolutions as necessary; monitoring and coordinating appointments of citizens to advisory boards; assisting the public and town staff by providing information and research assistance; and other duties as required by the General Statutes. Successful candidate will be detail oriented; have excellent organization and communication (oral and written) skills; ability to work independently and multi task under time constraints; and ability to work with elected officials. Experience with MS Office and NC Notary certification required. Must be available to work regularly scheduled evening board meetings. Requires an associate degree from an accredited community college with major coursework in Business Administration or related field and extensive municipal government experience. Bachelor degree preferred. Excellent benefits. Salary range: \$51,804 - \$80,296. Closing date: July 16th.

TOWN CLERK

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex paraprofessional work as Clerk to the Board of Aldermen; does related work as required. Work is performed under the general supervision of the Mayor and Board of Aldermen. Supervision is exercised over subordinate staff.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Serving as Clerk to the Mayor and Board of Aldermen; preparing and maintaining official records and files; maintaining the Town Code.

Prepares agenda for Board of Aldermen meetings; coordinates the assembly and ensures the accuracy of all agenda item information and materials;

Attends all regular, special and closed sessions of the Board of Aldermen; takes minutes and records official actions;

Prepares detailed minutes of meetings; notifies departments of Board actions and follows up with work associated with Board actions;

Attests official contracts and documents;

Maintains official records of the town;

Prepares certifications and extracts from minutes;

Prepares and updates ordinances and resolutions; amends the Town Code and distributes updates;

Swears in speakers at public hearings; notarizes documents;

Maintains a roster of advisory board members; coordinates the appointment of citizens to advisory boards, and coordinates the annual advisory boards recognition dinner;

Prepares correspondence to individuals and agencies notifying them of Board actions;

Prepares ordinance and correspondence for voluntary annexations; ensures accuracy of property description in annexation ordinance and has the ordinance recorded in

the Register of Deeds Office;
Prepares Board of Aldermen Quarterly Calendar of Agenda Items and Calendar of Events and/or Meetings;
Prepares the budget for the Town Clerk's Office and monitors expenditures of office budget and Board of Aldermen budget;
Registers Board of Aldermen for conferences;
Performs office duties; operates standard office, word and data processing equipment;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the functions and organization of the municipal government; thorough knowledge of the rules of order as related to public hearings; thorough knowledge of the town code; thorough knowledge of standard office procedures, practices and equipment; ability to research and prepare reports; ability to express ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with town officials, employees and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business administration or related field and extensive municipal government experience.

SPECIAL REQUIREMENTS:

Notary Public

FLSA STATUS:

Exempt