

CLERK OF THE COMMISSION EXECUTIVE SEARCH TIMELINE

Consultant	<ul style="list-style-type: none"> Recruitment process update Commission reviews and discusses presented resumes Selects 3 – 5 finalists for on-site interviews Commission confirms dates for finalist interviews and selection at commission meeting (tentatively set for December 5th – 6th) 	November 16th City Commission Meeting
Consultant & City	<ul style="list-style-type: none"> Consultant to Assist HR Staff with Scheduling and Preparing Background Information for On-site Interviews of Finalists by Commission Commission conducts panel interview (publicly noticed special meeting December 5th) 1:1 Interviews with Commission (to be scheduled with Commission on December 6th) Commission submits individual scoring sheets to Consultant immediately following interviews Consultant tabulates scores to present at 1pm Commission meeting on December 7th 	<p><i>In-person finalist interviews tentatively scheduled for:</i></p> <p>December 5th: Panel interview with Commissioners December 6th: One-on-one interviews with Commissioners, ballot sheets submitted for calculation</p>
City	<ul style="list-style-type: none"> Community reception with finalists (Ironwood) 	<p><i>Community reception tentatively scheduled for:</i></p> <p><i>December 5^h</i> <i>(5:00 p.m. – 8:00 p.m.)</i></p>
City	<ul style="list-style-type: none"> City Commission meeting to select Clerk of the Commission Commission authorizes Mayor to negotiate offer with selected candidate 	<i>December 7th City Commission Meeting</i>
City	<ul style="list-style-type: none"> Employment Offer Extended to Finalist 	<i>Week of December 11th</i>
City	<ul style="list-style-type: none"> City Attorney’s Office Drafts Employment Agreement Candidate signs offer acceptance 	<i>Week of December 11th</i>
City	<ul style="list-style-type: none"> News Release and Public Announcement 	<i>Week of December 18th</i>
City	<ul style="list-style-type: none"> Onboarding of New Clerk of the Commission 	<i>January</i>