

Town Manager and Town Attorney Selection Workshop

March 13, 2017



Agenda

Topic

Introduction

Introduction of new selection processes for the Town Manager and Town Attorney

Town Manager Selection

Discussion on the proposed Town Manager Selection Process

Town Attorney Selection

Discussion on the proposed Town Attorney Selection Process



Town Manager Selection Process



Town Council Workshop

- 1. Review
 Qualifications
- 2. Determine Search Area, if is in house or outside (Local/National)
- (Local/National)
 3. Determine need
- for search Firm
 4. Determine type
 of Interview
 (Group/
 Individual)
 - **1**

Town Council Meeting

- 1. Adopt criteria &issues contract for search firm, if needed
- 2. Appoint Citizens committee (7members to narrow list)



Advertise

Position

Search Firms, if selected, or HR & Town Attorney narrows list to 10 to 14

5

Town Council (group and/or

Citizens

seven

Committee

candidates

interviews &

selects five to

Individual
Interview at
Town council
special call
Meeting). TC
may add
candidates.
Simultaneously
voting, if no
candidate has
four votes, top



1. Negotiate contract
2. Approve candidate
3. START DATE



Town Attorney Selection **Process**

/acancv

Town Council Workshop

1. Review Qualifications

- 2. Determine Search Area, if is in house or outside (Local/National)
- 3. Determine need for search Firm
- 4. Determine type of Interview (Group/

Individual)

Town Council Meeting

- 1. Adopt criteria-Issue contract for search firm, if needed
- 2. Appoint Citizens committee (7members to narrow list)

Advertise Position

If outside counsel, Advertise **RFP**

Search Firms, if selected or HR & Town

Manager narrows list to 10 to 14

Committee seven

Citizens interviews. & selects five to candidates

Town Council

(Group and/or Individual Interview at Town council special call Meeting) Simultaneously voting, if no candidate has four votes top two run-off







