



City of Rochester Hills
AGENDA SUMMARY
NON-FINANCIAL ITEMS

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Legislative File No: 2013-0065

TO: Mayor and City Council Members
FROM: Pamela M. Gordon, Director of Human Resources
DATE: February 11, 2013
SUBJECT: City Clerk Vacancy

REQUEST:

The selection of a new City Clerk by a majority of Council in accordance with the *City Charter, Section 8.7, Appointment of Administrative Offices, with the effective date of appointment to be determined.*

BACKGROUND:

Following Clerk Jane Leslie's announcement of her retirement as of February 1, 2013, a requisition to fill her position was authorized by Council President Hooper. The position was advertised with the Michigan Municipal League, the Michigan Association of Municipal Clerks, the Oakland County Clerks' Association, and the City's Website and cable television channels, as well as internally via the City's Intranet and email systems. A total of 24 applications were received by the posted closing date of December 17, 2012, including two internal candidates.

A search committee appointed by Council President Hooper, included Council members Michael Webber and Mark Tisdell; President Hooper, Mayor Barnett; and Keith Sawdon, Finance Director. As Human Resource Director, I facilitated the selection process. All committee discussions were held in compliance with the Open Meetings Act.

The search committee met initially on January 4, 2013 to review applicant qualifications. Eight candidates were identified for immediate consideration and scheduled to interview with the committee on January 23. Following these interviews, candidate standings were reviewed at a meeting on January 28, and four candidates identified to refer to City Council as finalists for appointment.

RECOMMENDATION:

It is recommended that City Council select one of the four finalists referred by the Search Committee to appoint to the position of City Clerk. This selection will be conditioned upon satisfactory completion of the City's standard pre-employment medical examination.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Mayor		
City Council Liaison		