



**City of Rochester Hills
AGENDA SUMMARY
NON-FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
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Legislative File No: 2005-0167

TO: City Council Members
FROM: Melinda Hill, City Council President
DATE: February 25, 2005
SUBJECT: City Clerk Appointment

According to the *City Charter, Section 8.7 Appointment of Administrative Offices*, the City Clerk is appointed by a majority of Council. With the retirement of Bev Jasinski, City Clerk, Council will need to determine how it wishes to proceed with the City Clerk Selection process. To assist with the discussions, Pam Lee, Human Resource Director, has provided the following documents:

- Memorandum regarding the selection process
- City Clerk Job Description
- Selection Process Flow Chart
- Salary Information
- Employee Requisition Form

In addition, I have included an Email from John Staran, City Attorney, regarding the Clerk selection.

As always, if you have any questions or concerns, please feel free to contact me.

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