

Discussion/Direction/Decision
on the recruitment for a Municipal Attorney



Memo

City & Borough of Sitka - Human Resources

Date: Wednesday, April 20, 2016

To: Mark Gorman, Municipal Administrator, Robin Schmid, Municipal Attorney, Madame Mayor and Assembly of the City and Borough of Sitka

From: Mark Danielson, Human Resources Director

RE: Attorney hire process and schedule

Ms. Schmid termination effective 06/01/2013; contract for legal services during transition? – Assembly/Administrator/Attorney/Clerk

1. Advertise - All ads placed by 04/29/16 through 05/27/2016(? TBD) - Advertisement states that the Assembly will review applications to select interview candidates after TBD. – HR.
2. Receive Applications – HR
 - a. Letters to applicants acknowledging receipt of resume and a thank you for interest in our fair city. - HR
3. Review Applications – Make a short list of applicants **Date (Meeting)?**
 - a. Process for candidate review (Full Assembly or Committee?)
 - b. Request writing samples from finalists. – HR
 - c. Interview Questions – Samples to Assembly from HR
 - d. Target date for completion of questions and start of interviews
 - e. Process of selecting questions and general interview process to be determined. (Brief Work Session?)
 - f. Skype interviews? **Date (Meeting)?**
 - g. Schedule candidates for Final interviews – HR
 - h. Reference checks – report on reference checks. Notify applicants not selected for interviews. - HR
4. Final Interviews - Interview visits by candidates to Sitka. **Date (Meeting)?**
5. Finalize arrangements/Make offer (Wage, Vacation, Insurance, Moving Expenses/Severance)/Negotiate compensation/Transition plan - Starting Date – Offer can be made same night as interviews.