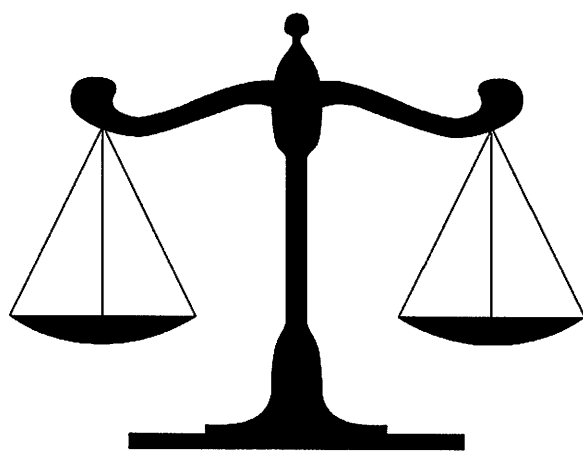


# Update from HR Director, Mark Danielson on the hire process for Municipal Attorney





# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

Date: Thursday, July 21, 2016  
To: Madam Mayor and members of the Assembly  
From: Mark Danielson – Human Resources Director  
Re: Attorney hire process and applications

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Below are some notes for your consideration regarding the next steps of our process in choosing a new Attorney: Review of applications, final interviews, offer, and transition.

## **I. Review of applications:**

Following are some of the ICMA (International City/County Management Association) suggested guidelines for reviewing applications:

- Has the applicant had experience working in a local government of comparable size?
- Has the applicant had experience with the variety of services delivered by the local government? Has the experience been comparable in terms of budget size and number of employees?
- Has the applicant worked in a similar geographic area? Is the applicant likely to be comfortable in a rural or urban setting and familiar with the usual problems faced by the local government?
- What specific responsibilities has the applicant had, and what has the applicant accomplished? How does this compare with the objectives and the priorities of the local government?
- Has the applicant worked directly with the City and Borough of Sitka in the past? Does the applicant have experience working with municipalities, citizen and other groups?
- What is the employment history of the applicant? Does it suggest a pattern of broad experience and increasing responsibility? Does the applicant have good tenure with each employer, or is there a pattern of frequent movement from one position to another?
- How have the resume and letter of interest been prepared? Do they suggest a real interest in the position? What does the resume itself tell about the person?

After the Assembly reviews applications we need an agenda item at a meeting to select the top candidates. Generally, each Assembly member lists the candidates with whom they would like to continue the process and the candidates garnering the most interest are granted interviews.

## II. Final or first interviews

The structure for the in-person interviews we've done in the past is for the Assembly to have one interview session with each candidate at the Centennial Hall. In addition to this formal interview, there may be a tour possibly accompanied by Assemblypersons to give candidates more information regarding the community and for the Assembly to see how the candidates are "on their feet" and walking around.

## III. Other

- Possible Schedule:
  - August 9: Agenda item - Finalize short list of candidates – Schedule interviews (Skype or in-person)
  - August 10 - 21: Reference checks and questions – Finalize interview questions - HR generally has done reference checks.
  - August 22-26: Interviews (finalists or selection) Community Meet and Greet
  - October 1 Or TBD: New attorney starts
- Format of Centennial Hall/in-town interviews – (Who asks questions, which questions? Visit and meeting arrangements, and reimbursement)
- Salary/terms of employment, Starting Date, Hiring announcement/method, Transition plan.

I'm looking forward to working with you in the selection process for our new Attorney. Please feel free to contact me if you have any questions.

Sincerely,



Mark

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