



AGENDA ITEM REQUEST FORM

Item No. 9d

Administration

Department Submitting Request

Connie Hoffmann

Dept Head's Signature

REG COMMISSION
Meeting Dates 7:00PM

DEADLINE TO
Town Clerk

ROUNDTABLE
Meeting Dates 7:00PM

DEADLINE TO
Town Clerk

- Oct 12, 2010
- Nov 9, 2010*
- Dec 14, 2010
- Jan 11, 2011
- Feb 8, 2011
- Mar 8, 2011

- Oct 1 (5:00 pm)
- Oct 29 (5:00 pm)
- Dec 3 (5:00 pm)
- Dec 31 (5:00 pm)
- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

- Oct 26, 2010
- Nov 23, 2010*
- Dec 28, 2010*
- Jan 25, 2011
- Feb 22, 2011
- Mar 22, 2011

- Oct 15 (5:00 pm)
- Nov 12 (5:00 pm)
- Dec 17 (5:00 pm)
- Jan 14 (5:00 pm)
- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

*Subject to Change

- Presentation
- Resolution
- Reports
- Quasi Judicial
- Consent
- Old Business
- Ordinance
- New Business

SUBJECT TITLE: WAIVER OF ADVERTISING POLICY TO FILL A POSITION PERMANENTLY

EXPLANATION: In January, 2009 the Commission adopted a policy that any open position paying over \$50,000 per year cannot be filled on a permanent basis until it is first advertised in the Sun Sentinel and all qualified candidates are interviewed. It is requested that 1) the Commission waive that policy for filling the Assistant Town Manager position on this particular occasion, and 2) amend the policy itself to provide that positions be advertised in an appropriate venue to recruit qualified candidates for the position, and 3) amend the policy to provide that the top five qualified candidates be interviewed, assuming that five candidates qualify for the position.

We have an individual currently serving in the Assistant Town Manager position on an Interim basis who is fully-qualified, has proved himself to be extremely capable, has been well-received by the Town's residents, businesses and staff, and is completely immersed in large number of important projects. The expense and time involved in advertising the position and interviewing applicants for the position does not appear to be warranted in this instance.

A newspaper ad is often not the most cost effective advertising venue for senior positions and the wording change would give the Town Manager more flexibility in using other advertising locations, such as the League of Cities datagram, which is widely distributed and charges no fees to advertise, or on professional association websites which target the specific audience you want to reach with your recruitment.

The requirement to interview "all qualified candidates" is not normal HR practice. Often many applicants will meet the basic requirements of the position and a review of their experience via careful review of their resume is normally done to narrow the field. I often then do some background checking on candidates to narrow the field even further before commencing with interviews as my practice is to do very lengthy, involved interviews. I think it is more practical for the policy to require interviewing the top five candidates.

RECOMMENDATION: Waive the policy for the appointment of an Assistant Town Manager in 2010 and modify the policy to allow advertising the recruitment in "a venue appropriate for the position" for other recruitments and to require interviewing only the top five candidates.

EXHIBITS: none

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

- Amount \$ _____
- Transfer of funds required
- Acct # _____
- From Acct # _____

10/7/2010



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Reviewed by Town Attorney

Yes No

Town Manager Initials CH