



2017 Town Clerk Recruitment Process

Summary of Events

Date	Event
January 9, 2017 COMPLETED	<p>Position Advertised in the following organizations:</p> <ul style="list-style-type: none"> • Town eNotification List • Florida Association of City Clerks • Florida League of Cities • Miami-Dade County Clerks Association • International Institute of Municipal Clerks • Florida City & County Management Association <p>Position posting date: January 9, 2017 Position closing date: March 3, 2017</p>
March 8, 2017 COMPLETED	<p>Town Clerk Recruitment Binders were completed and provided for distribution to Mayor and Council Members:</p> <ul style="list-style-type: none"> • Binder #1: (27) Responsive Candidates • Binder #2: (25) Non-Responsive Candidates
March 15, 2017 COMPLETED	<p>Regular Council Meeting</p> <p>Town Council established the Town Council Workshop for Wednesday, March 29, 2017 to discuss the short-listing of candidates</p>
March 29, 2017	<p>Town Council Workshop – Discussion on Town Clerk Selection Process</p> <ul style="list-style-type: none"> • Town Council selects top candidates for interview(s) (second week of April) • Mail letters to candidates not selected for interviews
Second Week of April April 10-14	<p>Interviews to be scheduled at Town Hall offices</p> <p>Interview schedule to be provided to Town Council</p>
April 19, 2017	<p>Regular Council Meeting Agenda Item Resolution selecting Town Clerk</p> <ul style="list-style-type: none"> • Final candidate conditional letter of employment