



CITY OF WASILLA

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COUNCIL MEMORANDUM NO. 97-78

FROM: Clerk's Office
DATE: October 22, 1997
SUBJECT: City Clerk Hire Time Line

At the last meeting, Council requested that Mr. Cramer and I establish a time line and advertise for the position of city clerk. Following is the time line established:

Friday, October 24, 1997, application deadline.

Monday, October 27, 1997, top 5 candidates submitted to Council for review.

Friday, October 31, 1997, interviews of top 5 candidates 9:00 a.m. - 12:00 noon.

Friday, October 31, 1997, Final selection by 5:00 p.m.

Recommend: Council authorize a special meeting/work session for Friday, October 31, 1997 beginning at 9:00 a.m. to conduct interviews and make an offer of employment for a new city clerk. Also that Council establish a set of questions asked of each applicant.



Marjorie D. Harris, CMC
City Clerk

APPROVED

DATE: 10/22/97

BY: [Signature]