



**PUBLIC NOTICE POSTING REQUEST
OFFICE OF THE LEICESTER TOWN CLERK**

ORGANIZATION: Town Administrator Search Committee

MEETING: X

PUBLIC HEARING:

DATE: June 15, 2017

TIME: 6:00pm

LOCATION: Town Hall, Room 3, 3 Washburn Square, Leicester

REQUESTED BY: Kevin Mizikar

CALL TO ORDER/OPENING

1. Approve minutes of June 1st organizational meeting
2. Discuss status of recommendation to Board of Selectmen to solicit bids from a Professional Search and Recruitment Firm
3. Discuss previous Search Committee process
4. Identify process for interviewing Professional Recruitment Firm to include interview questions by this committee.
5. Review current Job Description and discuss any recommended additional requirements to be given to the Recruitment Firm.
6. Identify how many applicant resumes that we want to review as a committee.
7. Identify how many we want to interview.
8. Identify the process for the applicant interview process.
9. Identify any other process, procedures and information this committee feels will contribute to the selection process.

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