

*Jaron P. Rosien, Mayor
Illa Earnest, City Clerk
Kevin Olson, City Attorney
Brent Hinson, City Administrator*



*City of Washington
215 East Washington Street
Washington, Iowa 52353
(319) 653-6584 Phone
(319) 653-5273 Fax*

City Clerk/Development Services Director Hiring Process

As of 9/16/2020

General Approach

- Committee consisting of Mayor, 2 City Councilors, City Administrator, Finance Director
- Interview process consisting of interview with committee, interview with community panel, and tour/strategic discussion with Chamber or Main Street Director

Schedule for Process

- August 18: Initial Council discussion of process & revised job description **COMPLETE**
- September 1: Revised job description presented to Council for discussion & consideration; Council considers appointment of committee; 1st consideration of ordinance changes **COMPLETE**
- September 2-11: Committee meets to discuss hiring process, review position profile and advertising plan **COMPLETE**
- September 15: Council approves any changes to hiring process recommended by committee; Council approves position profile and advertising plan and authorizes committee to seek applicants; 2nd consideration of ordinance changes **COMPLETE**
- September 16- October 8: Advertising for applicants
- October 6: 3rd & final consideration of ordinance changes
- October 9: Deadline for applications
- By October 14: Committee meets to review applications and select finalists
- By October 30: Interviews of finalists; Committee meets following interviews to listen to input from community panel and make a hiring decision
- November 3: Council considers confirmation of hire
- By December 7: New Clerk starts (plan for brief overlap with Illa)