



TOWN OF ARLINGTON

HUMAN RESOURCES DEPARTMENT

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CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Dan Dunn, Select Board Chairman
Adam Chapdelaine, Town Manager

FROM: Caryn Malloy, Director of Human Resources

RE: Proposed Treasurer Recruitment and Hiring Process

DATE: June 7, 2018

For your consideration I have outlined a process with the goal of supporting the Select Board in the recruitment and hiring of a highly skilled financial professional to serve as the Town's next Treasurer.

1. Advertising – As soon as the Select Board authorizes a process, I recommend that we advertise on the following websites: LinkedIn, Boston.com (Monster), Massachusetts Municipal Association, and Massachusetts Government Finance Officers Association. I recommend that we leave the position open for approximately four weeks. An updated position description is attached to this memo for the Board's review. Salary will be posted as entrance to mid-point in the M2 range of the pay plan with potential growth to the maximum; the FY19 full range is \$92,737 to \$134,010.
2. Selection Panel – I recommend a panel lead by Chairman Dunn or his Select Board designee, Town Manager Adam Chapdelaine, Deputy Town Manager Sandy Pooler, Treasurer Dean Carman and School Finance Officer John Danizio. I would also serve on the committee in my capacity as Human Resource Director. This panel would be convened shortly after the deadline for applications to meet and select candidates for interview.
3. Process – I envision two rounds of interview with the panel. The first round would be a shorter interview with the panel followed by an assessment exercise developed under Deputy Town Manager Sandy Pooler's financial expertise. Once the field has been narrowed, the second round would consist of an additional panel interview with two assessment exercises of greater complexity to further evaluate skills essential for the successful candidate. If the Chair or Select Board designee is satisfied after these two rounds that there is a clear and excellent choice to recommend to the full Board, I would then check that person's references and confirm that they are comfortable with being interviewed before

the full Board in open session. Any candidates that have agreed to be interviewed in open session would be invited to tour the Treasurer's Office.

4. Appointment - If the Board is in support of moving forward with a candidate, they could entertain a motion to have the Chairman enter into discussions with the candidate on the terms of employment and start date.
5. Summary – If all goes smoothly this process would result in the Board being presented with a candidate by late August 2018.

I look forward to working with you in this very important hiring process. Please do not hesitate to contact me should you have any questions.