

CITY OF SALISBURY
WORK SESSION
JANUARY 9, 2012

Present

Council President Terry E. Cohen
Councilwoman Laura Mitchell

Council Vice President Deborah S. Campbell
Councilwoman Eugenie P. Shields
Councilman Timothy K. Spies

In Attendance

City Clerk Brenda Colegrove

The City Council convened in a work session at 7:54 p.m. in Council Chambers (Room 301) of the Government Office Building.

City Clerk position

A discussion was held concerning the search process for the city clerk position. A copy of Acting Internal Services Director Gerri Moore's memo relating to budget information for the City Clerk's Department is attached and made a part of these minutes, as well as a draft advertisement prepared by the Human Resources Department. Important points noted by Council members for inclusion in the advertisement: exempt position; high degree of confidentiality; extensive experience and certifications were equally important as education; ability to interact with diverse population of colleagues and the general public; ability to work nights and occasional weekends; handling elections, financial disclosures, budgets, code revisions; computer skills.

There was unanimous consensus of Council for City Clerk Brenda Colegrove to update the city clerk and assistant city clerk job descriptions and to prepare a draft advertisement for the city clerk position. Mrs. Colegrove was asked to circulate to Council the following: 1) updated job descriptions, 2) draft advertisement, 3) 25-step salary range; and 4) response period for receiving applications/résumés for this level of position (obtain from Human Resources). When the applications are received, Council preferred that Human Resources filter out only those that do not meet the criteria. Council anticipated placing a follow-up discussion on the January 17 work session agenda.

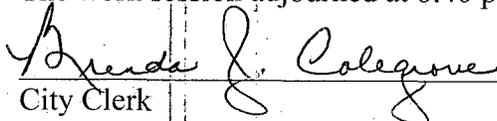
General discussion

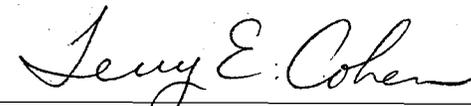
Internal Services Director position – The position has been re-advertised.

Status of Harbor Pointe sidewalk project – Public Works has been working on verifying the list of property owners in Harbor Pointe. A Resolution will be coming before Council as the first step in the process.

Adjournment

The work session adjourned at 8:40 p.m.


City Clerk


Council President