



TOWN OF LAKEVILLE MEETING POSTING & AGENDA

Town Clerk's Time Stamp
received & posted:

K DeGuzia

LAKEVILLE TOWN CLERK
RCUD 2024 APR 17 PM 12:16

Notice of every meeting of a local public body must be filed and time-stamped with the Town Clerk's Office at least 48 hours prior to such meeting (excluding Saturdays, Sundays and legal holidays) and posted thereafter in accordance with the provisions of the Open Meeting Law, MGL 30A §18-22 (Ch. 28-2009). Such notice shall contain a listing of topics the Chair reasonably anticipates will be discussed at the meeting.

Name of Board or Committee:	Town Administrator Search Committee
Date & Time of Meeting:	Friday April 19, 2024 @ 6pm
Location of Meeting:	Lakeville Police Station 323 Bedford Street
Clerk/Board Member posting notice:	Lacey Marshall, Human Resources Director

Cancelled/Postponed to: _____ (circle one)

Clerk/Board Member Cancelling/Postponing: _____

AGENDA

1. Called to Order
2. Ask if anyone is recording the meeting and announce if LakeCAM is recording the meeting.
3. Introduction of Municipal Resources Incorporated (MRI)
4. Introduction of Search Committee members
5. Appoint a Chair of the Search Committee
6. Discuss and possible vote on Town Administrator job Description
7. Discuss and possible vote on Lakeville Profile
8. Discuss and possible vote on Town Administrator Advertisement
9. Discuss and possible vote on Timeline
10. Discuss and possible vote on number of finalists (must be a minimum of 2)
11. Discuss how communications between MRI/Search Committee/HR Director. Primary contacts?
12. Questions?
13. Any other business that may properly come before the meeting
14. Adjourn

Please be aware that this agenda is subject to change. If other issues requiring immediate attention of the TA Search Committee arise after the posting of this agenda, they may be addressed at this meeting.

THE PROJECT TEAM

PRINCIPAL-IN-CHARGE/PROJECT MANAGER

Alan S. Gould, President and Chief Operating Officer, is a graduate of Saint Anselm College with a BS degree in Criminal Justice. He is certified as a Public Manager by the American Academy of Certified Public Managers and has completed numerous management and leadership programs including the Babson Command Training Institute and the FBI's LEEDS program. He is recognized for his creativity in community policing and his leadership in promoting ethics in the law enforcement community. Mr. Gould began his public-sector career with the Salem, NH, Police Department where, during 21 years, he served at all ranks of the Department. He served as Chief of Police in Rye, NH, where, upon retirement from law enforcement, he was appointed and served as Town Administrator until joining MRI in 2008. Mr. Gould served as the Ethics Instructor at the New Hampshire Police Academy for 15 years and has been an instructor of college courses in Criminal Code, Criminal Investigation, Report Writing, Constitutional Law, and Juvenile Delinquency. Among his many community involvements, Alan served as an initial incorporator of two non-profit organizations; one addressing family violence and visitation issues, and the other established to help seniors remain in their homes as they age. He continues to serve as Deputy Emergency Management Director in the coastal community of Rye, NH, located within the Seabrook Nuclear Power Plant's Emergency Planning Zone. In addition to his responsibilities as MRI's Chief Operating Officer, Mr. Gould manages most of the company's public safety projects including operational studies and "internal" investigations. Mr. Gould also specializes in recruitment/selection processes for executive level municipal positions and has completed dozens of processes for top management positions throughout New England, including those listed previously in this letter.

TEAM MEMBERS

Robert Mercier is a senior-level executive manager with over 35 years in both the private and public sectors. He has direct experience managing public budgets in excess of \$100 million, and in developing policy and implementing programs that promote positive, smart business growth. Most recently he served as the Town Administrator for Burlington, Massachusetts from 1999 to 2012, returning to the community after serving as the Town's first Town Administrator from 1980 to 1986. He also served as Town Manager in Billerica, MA, from 1986 to 1991, and as President and Chief Executive of the Regional North Suburban Chamber of Commerce, serving 13 communities along Route 128. Bob was the Town Manager in Billerica, MA, from 1991 through 1998. He served as Interim Administrator in Boxborough in 1999 and Interim Town Administrator in Wayland in 2013. He received his BA in Education and History from the University of Lowell and earned his Masters' Degree in American Government from Salem State University. Mr. Mercier has also received a Post Graduate Certificate in Leadership and Organizational Management from Notre Dame University. Mr. Mercier is a former member of the MBTA

Advisory Board and has served on the Route 3 Advisory Committee that contributed to the successful, on time, and on budget expansion of the Route 3 corridor. He joined MRI in 2014 and serves as a municipal management consultant specializing in Massachusetts recruitments.

Reginald (Buzz) S. Stapczynski, ICMA-CM, has 40 years of public sector management experience at the local, county, and state levels of government. He served as Town Manager of Andover, MA, for 25 years. As Chief Executive Officer, he was responsible for the administration and management of a full-service municipality. He was responsible for \$170 million operating budget for municipal/school departments; maintenance and construction of municipal/school infrastructures, managing millions in capital projects; economic development/planning of the Town's industrial/commercial base. During his tenure, the rating agencies recognized his administration for outstanding fiscal management by awarding Andover with the AAA bond rating. He also served as Town Manager in Wilmington, MA, for many years. Buzz worked for the Commonwealth of Massachusetts in the Department of Mental Health as a Budget Manager. Prior to coming to Massachusetts, Stapczynski worked for Fairfax County, VA, as a Budget Analyst in the Office of Management and Budget. Buzz is the former President of the Massachusetts Municipal Association (MMA) and the Massachusetts Municipal Management Association (MMMA). He served on the Massachusetts Interlocal Insurance Association, Inc. (MIIA) Board of Directors. He was on the Governor's Advisory Council during the Dukakis and Weld Administrations. More recently, he participated on Lieutenant Governor Polito's Special Municipal Focus Group. He is the former Chair of the MMMA's Future Managers Committee. Buzz received his B.A. in Politics from The Catholic University of America in Washington D.C., and Master's in Public Administration from the University of Kansas. He attended the Harvard University, J.F.K. School of Government Program, for Senior Executives in Local Government. Buzz brings a wealth of knowledge to MRI in all areas of government administration, as well as experience with public/private partnerships.

Elizabeth Mensinger, Recruitment Coordinator, graduated from Providence College with a Bachelor of Arts degree in Social Work and attained her Master of Social Work degree at the University of Central Florida. She has experience in business management as well as program development and implementation and has served in leadership positions in public, private and non-profit settings. Elizabeth has proven success in bringing together teams and creating effective and efficient processes to achieve goals. As MRI's Recruitment Coordinator Elizabeth is responsible for establishing and maintaining professional relationships with candidates and for identifying candidates with the attributes sought for the various recruitment positions. Elizabeth also provides Job Task Analysis services and data collection and analysis for MRI's Public Safety studies.

JOB DESCRIPTION

TOWN OF LAKEVILLE TOWN ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Administer and coordinate Town departments, personnel, and programs for the effective delivery of governmental services to the residents of the Town of Lakeville.

SUPERVISION RECEIVED: General supervision received from the Board of Selectmen.

SUPERVISION EXERCISED: Town employees specified by Town By-law, Town Meeting vote, or Board of Selectmen vote.

ESSENTIAL RESPONSIBILITIES:

The essential functions of duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

General Administration: Administer and coordinate the day-to-day activities of Town departments and employees in accordance with the job description and “An Act Providing for a Town Administrator in the Town of Lakeville”.

Keep the Board of Selectmen fully informed regarding all departmental operations, fiscal affairs, general problems, and administrative actions; submit periodic reports to the Selectmen; recommend operational policies and procedures to the Selectmen, including improved organization of Town departments.

Administer and ensure that the Town government complies with the provisions of general or special laws applicable to the Town, all By-laws, and all regulations established by the Board of Selectmen.

Work with Town Counsel on matters affecting Town government and matters involving litigation.

Coordinate the activities of any board, commission, and committee concerned with long-range planning, including the physical, economic, and environmental development of the Town.

Research and prepare grant applications.

Oversee and direct the maintenance and repair of all Town buildings and land.

Maintain an inventory of all Town-owned real and personal property.

Act as the Town's Coordinator for ADA (Americans with Disabilities Act). Ensure compliance with government regulations such as OSHA (Occupational Safety and Health Act).

Work in conjunction with the Director of Emergency Management, ensuring that employees and volunteers have received adequate emergency training. Confirm that Town's written emergency response plan is up to date.

Ensure all Town departments and employees maintain effective public relations by courteously and competently dealing with the citizens of Lakeville. Maintain contact with local, state, and federal officials as well as members of the business community.

Respond to requests for information from Town officials, residents, the media, and the general public by phone, through the mail, social media, and in person on a wide range of topics including budgets, purchasing, town policies and regulations, and general information about Lakeville and organizations and events within the Town.

Review and approve the annual Town report.

Finances and Budgets: Prepare, submit, and present the Town Budget, supplemental appropriations, and special fund budgets to the Board of Selectmen, Finance Committee, and Town Meeting. This includes reviewing individual departmental budgets, salary plans and union contracts, purchasing plans, debt schedules, past expenditure patterns, revenue and price forecasting, and policy direction from the Selectmen.

Assist the Board of Selectmen in presenting their budget to the Finance Committee and assist the Finance Committee in obtaining any budget information requested.

Exercise fiscal authority to ensure that all Town departments and employees stay within their allotted budgets. Approve all bills paid by the Town and all checks issued by the Town. Prepare and submit routine and special Town activity and financial reports to the Board of Selectmen. Prepare, with the assistance of the Town Accountant, year-end financial transfers in order to balance the budget.

Keep the Board of Selectmen informed regarding the availability of federal and state funds and how such funds might relate to unmet long-range needs.

Oversee the work performed by the Town's financial advisor, bond counsel, Town Treasurer, and Town Accountant for the issuance of municipal bonds and notes.

Capital Plan: Work with the Board of Selectmen, Finance Committee, Capital Expenditures Committee, Town Accountant, and Department Heads in the development and implementation of the long-range capital plan. Survey departments for their requests, assess priorities, and determine the costs and financial impact of the plan and the Town's fiscal capability to carry it out. Ensure the development and maintenance of computer applications and records for all capital items.

Personnel Administration: Supervise and direct the activities of the Town's employees under the jurisdiction of the Board of Selectmen. This shall include, but not be limited to: providing recommendations for the hiring of Town employees, executing or following existing procedures for handling employee complaints, draft and recommend job descriptions with collaboration from Human Resources and the Department Heads, reviewing job performance of direct reports, and recommending salary increases. The discharge of Town employees shall be with the concurrence of the Board of Selectmen. The policies within the Employee Personnel Handbook/Classification and Compensation Plan must be followed when making any personnel decisions outlined in this paragraph.

Work with the Board of Selectmen and Town's labor negotiators to monitor and arrive at fair and equitable collective bargaining agreements.

Administer the Town's Employee Personnel Handbook/Classification and Compensation Plan in conjunction with the Human Resources Director.

Purchasing: Serve as the Town's Chief Procurement officer for the bidding and purchasing of equipment, materials, supplies, and services for all Town departments, excluding the schools; the Town Administrator shall only purchase items for departments not under his/her supervision if requested in writing. Develop specifications for products and services needed by the Town. Analyze all bids, review with appropriate Department Head or Elected Board and award contracts in accordance with the Board of Selectmen's policies. Develop and maintain lists of firms interested in bidding.

Insurance: Administer the Town's property/casualty insurance. Work with the Human Resources Director, the Town's insurance agents, consultants, or other administrators to ensure that the insurance programs are cost-effective and include all necessary items.

Construction Projects: Oversee all Town construction projects. This includes: working with the Building Committee, Board of Selectmen, Finance Committee, and Town Meeting to obtain approval of projects; reviewing bids; working with the construction administrator and contractors; evaluating the progress of projects on a periodic basis; approving all bills; administering all grants; and properly maintaining all records.

Perform other duties, as may be assigned, from time to time, by the Board of Selectmen.

OTHER REQUIRED RESPONSIBILITIES:

Pension: Oversee the administration of the Town's pension plan.

Computers: Ensure all computer operations of the Town are being done in accordance with recommended business practices.

QUALIFICATIONS AND SKILLS:

Ability to supervise Department Heads and subordinates.

Ability to organize and follow through on long-range projects.

Ability to deal tactfully with the public, media, and other employees.

Ability to communicate effectively in written and oral expression.

Knowledge of municipal budgets and financial processes.

Knowledge of municipal, federal, and state grants.

Ability to handle expected and unexpected emergencies. Strong realization that small town government requires flexibility in what is entailed in the position.

Microsoft Office proficient.

Valid Driver's license.

EXPERIENCE AND TRAINING:

Bachelor's degree and/or Master's degree in a field related to municipal management or in an equivalent field, such as accounting, business management, or law. A minimum of one to three (1-3) years' experience as a Town/City Manager/Administrator or Assistant Town/City Manager/Administrator, or education and experience that is equivalent showing a progressive leadership history in public and/or private organizations.

IDEAL CANDIDATE

The ideal candidate may possess one or more of the following: Massachusetts Certified Public Purchasing Official (MCPPO), a successful grant writing record, knowledge of Massachusetts General Laws, knowledge of ADA laws, and experience with Town Planning.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This is primarily an office-based job in a municipal setting. Minimal physical effort is required to perform clerical duties. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed.

The employee is required to stand, walk, sit, speak, hear/listen, and use hands to operate equipment and lift furniture, equipment and supplies. Employee must be able to lift objects weighing up to 30 pounds. Vision requirements include the ability to read and analyze routine and complex documents and use a computer.

WORKING CONDITIONS:

Regular hours of work are 9:00 a.m. to 5:00 p.m., Monday through Friday. However, it is expected that the Town Administrator will work a number of evenings each year in order to meet time deadlines (such as the Town budget) and will attend all Board of Selectmen meetings (held on weekday evenings). In addition, the Town Administrator will attend all meetings of the Finance Committee (held on weekday evenings), Town Meetings, and meetings of many other Town boards and committees. Furthermore, attendance will be required at an occasional early morning or weekend meeting. The Town Administrator shall be present within the Town's boundaries during emergency management situations unless assigned elsewhere by the Selectmen.

This position is an exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is not eligible to be paid overtime for work performed beyond forty hours in a workweek.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

TOWN OF LAKEVILLE, MA

TOWN ADMINISTRATOR RECRUITMENT

Invitation to Qualified Candidates

INTRODUCTION

Lakeville, MA (11,000 pop.), seeks a creative, proactive, community leader, committed to excellence in public service, to serve as its next Town Administrator. This fiscally stable community, with a rich history and hometown feel, is located approximately 40 miles from Boston and is home to a commuter rail service to the city, and just 27 miles from beautiful Cape Cod. Lakeville is recognized for its excellent schools, quality of life, and for providing exemplary services to its residents and business community.



Led by a three-member Board of Selectmen, and Open Town Meeting form of government, the Administrator is the chief administrative and operating officer of the Town and oversees a municipal operating budget of approx. \$30 million (including \$ 17 million for educational expenses) and 85 FTEs. The ideal candidate will have a Bachelor's degree and/or a Master's degree in municipal management or related field and a minimum of 1 to 3 years of experience as a municipal administrator or assistant administrator. Salary range of \$145,000 to \$155,000 will be commensurate with qualifications and professional experience. Lakeville is an equal opportunity employer. For additional information related to the search, or Town and candidate profiles, contact Alan Gould, President, Municipal Resources, Inc. at 603-279-0352, x320.

DEADLINE: 4 PM EST; Monday, January 11, 2021

Resume and cover letter, in confidence as PDF attachment to: recruitment@mrigov.com

This document is intended for use as a resource in the search for the next Town Administrator. The candidates are encouraged to do their own research and consider their "fit" for the position. Information about this position and the Town can be found by visiting the Town's website www.lakevillema.org and the MRI website www.mrigov.com/career.



LAKEVILLE, MA – TOWN ADMINISTRATOR

THE IDEAL CANDIDATE PROFILE

The *Ideal* Candidate for the position of the Lakeville Town Administrator must have the following demonstrated professional strengths and personal characteristics:

Strong preference will be given to candidates with an appropriate graduate degree or an undergraduate degree that combines work experience and education. The candidate should have a minimum of 1-3 years of direct work as a senior level public sector manager in a position such as a Town Manager or Town Administrator, Assistant TA/TM, Public Finance Director or other relevant, transferable experience within the public domain.

A record of thoughtful financial management and strategic capital planning, including a proven ability to accurately prepare and project sustainable municipal budgets and Capital Improvement Plans over a 3-5 year horizon.

Be an engaged Town Administrator who leads the community by example and promotes coordination and cooperation across the organization. Must possess the highest ethical standards both personally and professionally. Must be able to articulate a vision for the community.

Possess a good understanding of Mass General Laws, regulations and local Boards statutory authority.

The ability to be creative and identify innovative solutions to complex municipal issues by utilizing the talent and experience of local elected and appointed Lakeville residents.

Strong public speaking and presentation skills. Proficiency in the use of all current platforms in social media to promote the messaging of the Executive Board within the community.

Extensive knowledge of and experience with negotiating collective bargaining matters.

The ability to “listen” and to provide advice and counsel in a measured, non-biased manner to elected and appointed officials. Provide prompt, accurate and unfiltered information to policy makers in the community.

A proven record of nurturing a positive culture by supporting and empowering employees to perform their jobs in an exemplary manner. Help facilitate and support creative individual Dept. initiatives. Strongly promote a “team” concept involving all staff members.

Willingness to manage Town affairs in an open and transparent manner. Be accessible to all residents and show a willingness to reach out and solicit input from the community.

The ability to lead, organize, inspire and manage people while avoiding micro-managing Departments. Acknowledge and support employees for a “job well done”. Facilitate joint Department and Board meetings to share appropriate information with all parties.

LAKEVILLE, MA – TOWN ADMINISTRATOR

THE TOWN OF LAKEVILLE

Lakeville was settled in 1717 as part of Middleborough, and in 1853, it was incorporated as the Town of Lakeville by the General Court. It is located in Plymouth County almost half way between Boston and Cape Cod. Interstate 495 and the MBTA commuter rail provide easy access south to the Cape or north to Boston. Lakeville has a three member Board of Selectmen, Town Administrator and Open Town Meeting form of government. The Town Administrator Act was created in 1998 and defines the role and responsibility of the Board of Selectmen as the policy makers for the Town and the Town Administrator as the chief administrative officer. There have only been two Town Administrators since the position was established over twenty years ago.



Lakeville is known as an ideal place to live and raise a family. It is made up of nine lakes or great ponds, hence the name Lakeville. In fact, approximately 18% of the Town's total land area is made up of these waterbodies. The climate, soils, ponds and swamps make it the perfect location for agriculture and in particular, growing cranberries. Ocean Spray, the international cranberry cooperative, has its corporate headquarters in the Town. The public education is provided by the first-rate Freetown-Lakeville Regional School District. The school system is relatively small with a stable population of approximately 1,700 students in grades K-12.

Today, Lakeville's population is approximately 11,000 residents and growing. Residents value the small town character and culture of the community as well as its natural assets. The Town is home to the 900 acre Assonet Cedar Swamp Wildlife Management Area. In total, the public can enjoy the use of over 4,300 acres of protected open space in Lakeville. This adds to the community's outstanding quality of life, and it is what keeps families in Town and draws new families into the Town. It is no wonder the community is commonly referred to as "The Promised Land".

LAKEVILLE, MA – TOWN ADMINISTRATOR

The next Town Administrator will be facing a number of challenges over the next few years. The current national challenge is dealing with COVID and managing the community through this pandemic. The new Administrator must exhibit leadership and have the ability and skills to work with the elected and appointed leaders to navigate Lakeville through this health crisis.

FINANCE/BUDGET

Lakeville's finances are strong as the result of a tradition of solid financial planning and fiscally conservative budgeting of both revenues and expenditures. The FY '21 budget is \$30.7M, of which \$17.6M is for education, public safety is \$4.2M, debt service is \$1.2M and pension costs are over \$1.1M. In addition, there are two self-sufficient enterprise funds: one for the parks and the other for the landfill/transfer station. Approximately 87% of the tax base comes from the residential sector and 13% from commercial, industrial and personal property. Maintaining or improving Lakeville's financial strengths and bond rating while keeping property tax increases to a minimum will be a priority in the years ahead. Seeking and securing public and private grants, especially Green Community Grants to fund energy conservation projects, is an important part of the job for the Town Administrator.



Moody's Global Ratings assigned Lakeville with its AA+ bond rating and stable outlook. This is a noteworthy achievement for a municipality of 11,000 residents with a limited commercial/industrial tax base, and therefore reliant on the homeowners for 87% of the property taxes. However, Moody's recognizes that the Town has a history of healthy financial positions, conservative management, low debt burden and manageable pension and OPEB obligations.

CAPITAL IMPROVEMENT PROGRAM

The Town has a 5 year Capital Improvement Program and has successfully improved or replaced a number of public facilities in a planned and systematic way. Most recently the new \$8.8M, 12,000 sq. ft. Police Station was opened on time and within budget. In addition, the Town Hall Redesign Project was completed in '20 providing renovated space for more convenient public services. The Town has addressed most of the Town facilities over the years. The Fire Department which is located next to the Town Hall is the last of the major facilities to be addressed. The 6,500 sq. ft. Fire Station and its facility/equipment needs will be the CIP challenge for the new Administrator.



LAKEVILLE MASTER PLAN

The Town recently finished the Lakeville Master Plan, titled "[Lakeville 2030](#)". The plan is the result of a two year process of public meetings, community outreach and resident input. A Master Plan Implementation Committee was formed to guide the process. They reviewed the Master Plan from '05, the Open Space and Recreation Plan from '13 and the Housing Production Plan from '17. Numerous workshops were held on topics including; land use, housing, transportation, recreation, economic development, etc. These workshops gave the residents the opportunity to tell



the committee what they wanted their Town to "look like" over the next ten years. This valuable information formed the basis for the eight main themes that came out of this community-wide planning process. The Master Plan includes a ten year implementation plan which sets forth yearly goals and strategies for the community to follow. The new Town Administrator is fortunate to have "Lakeville 2030" as a blueprint to guide him or her in the years ahead.

LABOR RELATIONS

The Town Administrator plays a significant role in negotiating and administering the Town's three collective bargaining agreements. Negotiations on all three collective bargaining agreements has been completed. She or he must be experienced in labor relations, grievance administration, arbitration and, ultimately, balancing the needs of the employees with the community's ability to

LAKEVILLE, MA – TOWN ADMINISTRATOR

fund contracts. In addition, he or she is fortunate to have a management team of well-respected department heads to rely upon.

ECONOMIC DEVELOPMENT



Lakeville has great access to I-495 and three State roads which makes it ideal for the commercial and industrial development that would be appropriate for the semi-rural and small town character of the community. Currently 13% of the tax base comes from commercial, industrial or personal property. The owners of the former Lakeville State Hospital site, which has been vacant for many years, are proposing to build a warehouse/distribution facility on that 49 acre site. The owners

are going through the permitting process. The Town is also host to a number of marijuana cultivation facilities and derive a community impact fee from each facility. The challenge for the new Town Administrator will be to determine the “correct” balance of economic development and the additional tax dollars it brings with preserving the unique character and charm of Lakeville.

Finally, Lakeville is a wonderful community that exhibits all the characteristics of a traditional New England town. The next Administrator must bring passion, energy, and commitment, as well as excellence, integrity and the confidence to guide the community in the years ahead. The ideal candidate must possess outstanding verbal and written communication skills. It is imperative that she or he is able to communicate effectively with town leaders, staff, and the public. In order to do this, the Administrator will need to have a high level of community engagement. It is the Administrator’s responsibility to keep the public informed, so he or she must be committed to operational transparency and possess the ability to synthesize and communicate clear program/project level progress on initiatives and activities. The Administrator must leverage emerging technologies and other creative ways to promote community involvement. “Customer service” is a high priority for this community, which means the successful candidate must place great value on listening and providing accurate information to all members of the community.





HUMAN RESOURCES
TELEPHONE 508-946-8808

Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347

TOWN ADMINISTRATOR RECRUITMENT LAKEVILLE, MA

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Additional information including job description:

www.mrigov.com/career

Resume and cover letter, in confidence as PDF attachment to:

recruitment@mrigov.com

DEADLINE: 4 PM EST; Monday, January 11, 2021



Town of Lakeville

Town Office Building

346 Bedford Street

Lakeville, Massachusetts 02347

**TOWN OF LAKEVILLE
BOARD OF SELECTMEN**

OFFICE OF
SELECTMEN

TELEPHONE 508-946-8803

FAX 508-946-0112

ESTABLISHING SEARCH COMMITTEES POLICY

Purpose

The purpose of this policy is to set forth the guidelines to be followed when appointing Search Committees to fill employment vacancies in Town Departments under the Board of Selectmen's jurisdiction.

Applicability

This policy applies to all employees hired by the Board of Selectmen.


Policy

It shall be the policy of the Lakeville Board of Selectmen to follow the procedure as outlined below when appointing Search Committees to fill employment vacancies in Town Departments under the Board of Selectmen's jurisdiction.

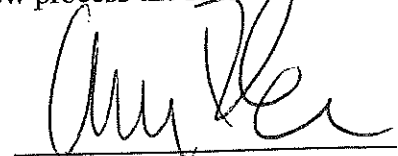
1. The Board of Selectmen will be the appointing authority of Search Committees.
2. The Board of Selectmen will forward a Charge to the Search Committee, which will include the number of finalists (a minimum of two (2) finalists) that the Selectmen will want to interview.
3. The Search Committee will review all of the applications received and decide which candidates will be scheduled for an interview.
4. The Search Committee will draft a list of questions for the candidates.
5. The Search Committee will review the salary and benefit package with the candidates.
6. The Search Committee will determine at what point in the interview process the references will be checked.



Scott T. Belliveau, Chairman



John Powderly



Aaron Burke

2-10-14
Date