

Selecting the Director of the Neighborhood and Community Relations Department

- 1) **Search Committee.** Neighborhood and Community Advisory Board (NCAB) appoints a five-member search & screening subcommittee from the NCAB membership.
- 2) **Leadership Characteristics & Criteria.** The search & screening subcommittee develops, with input from the City Coordinator, a set of leadership characteristics and selection criteria to guide the search.
- 3) **Human Resources Support.** The City's Human Resources staff provides the search & screening subcommittee with administrative support and guidance as requested, including but not limited to narrowing the original applications to a manageable pool for subcommittee consideration based on the leadership characteristics defined above.
- 4) **Slate of Candidates.** An unranked slate of candidates is forwarded to the City Coordinator by the search & screening subcommittee for final consideration and appointment.
- 5) **Appointment.** City Coordinator makes appointment of Assistant City Coordinator & Director of the Department of Neighborhood & Community Relations.