

City of Cambridge

The Government Operations Committee held a public meeting on March 28, 1996, beginning at 10:15 a.m. in the Sullivan Chamber for the purpose of considering a process for responding to the City Manager's goals and objectives and setting up a hiring process for the Deputy City Clerk position.

Present at the hearing were Councillor Michael A. Sullivan, Chair of the Committee, Vice Mayor Kathleen L. Born, Councillor Francis H. Duehay, and City Clerk D. Margaret Drury.

Councillor Sullivan convened the hearing and explained the purpose.

Councillor Sullivan stated that he would prefer a shorter statement of the City Manager's goals and objectives.

Councillor Duehay noted that a proper response to the City Manager's goals and objectives would take significant time, and the City Council has a very full calendar at this time.

Vice Mayor Born reported on a NLC seminar on helping the City Council work together. There was a suggestion that the Government Operations Committee arrange for presentations on goal setting, working together, and total quality management. Councillor Duehay said that the key to doing this is to have six, seven or eight members of the City Council who are willing to commit themselves to spending the time and working on the issues. Councillor Sullivan said that the City Council needs an informal setting for the exchange of ideas. It was agreed that the Government Operations Committee will explore the Council's interest in working together in a structured but informal mode to develop goals and may recommend one or two goal-setting meetings in the fall.

Discussion then turned to the hiring process for the Deputy City Clerk.

Councillor Duehay brought up the issue of the input of the City Clerk.

Councillor Sullivan said that there needs to be input on the dynamics of the organization, and it was agreed that the Clerk should review resumes and provide input to the Committee.

Councillor Duehay suggested a discussion of the qualities that the Committee will value.

Councillor Duehay raised the issue of the need for research capabilities; and the City Clerk observed that the day-to-day demands of the Clerk's office leaves very little time for research.

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Vice Mayor Born asked about the residency ordinance. The Committee discussed the requirements and agreed on the importance of looking very closely at all resident resumes. Vice Mayor Born then listed the qualities she had emphasized in making her selections.

It was agreed that the most important qualities are writing ability, excellent detail and organizational skills, computer skills and supervisory skills.

Councillor Duehay said that it is important to consider affirmative action in selecting interview candidates. He suggested trying to interview no more than six or eight people. He requested that the City Clerk ask each member of the City Council to give her their top six or eight candidates no later than Friday. Then the City Clerk will compile the recommendations and the Committee will interview from that group.

Councillor Sullivan requested that the City Clerk arrange for a response to be sent to all applicants.

Vice Mayor Born asked about the format for interviews.

Councillor Sullivan said that all can be involved. Councillor Duehay said that any member of the City Council can participate in the interviewing.

The meeting was adjourned at 11:40 a.m.

For the Committee

A handwritten signature in black ink, appearing to read 'Michael A. Sullivan', written in a cursive style.

Councillor Michael A. Sullivan, Chair

GOALS & OBJECTIVES: REFERRED BACK TO THE GOVERNMENT OPERATIONS COMMITTEE.

DEPUTY CITY CLERK POSITION: REPORT ACCEPTED. PLACED ON FILE.

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Councillor Michael A. Sullivan, Chair

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transmitting a report of a public
meeting on March 28, 1996 for the
purpose of considering a process
for responding to the City Manager's
goals and objectives and setting up a
hiring process for the Deputy City Clerk
position.

4/10/96 Sent to C. Sullivan gws

In City Council April 8, 1996

Referred Back to Government
Operations Committee
Placed on file.