

**City of Santa Clara, CA**  
**City Attorney**

**Talking Points:**

- This is an informational presentation on the recruitment process and draft timeline.
- There is a short summary of the ideal candidate feedback received from one-on-one meetings.
- A typical executive level recruitment takes 16 weeks.

**City of Santa Clara, CA**  
**City Attorney**

**Ideal Candidate:**

- Strong Leader
- Team Builder
- Neutral, Non-Partisan
- Ethical
- Emotionally Intelligent
- Guides Council
- Proactive
- Effective Communicator
- Real Estate Experience Desired
- Flexible
- Professional
- Innovative
- Technically Adept
- Impartial
- Respectful
- Advises
- Supportive
- Loyal
- Driven
- Up for a Challenge
- Honest
- Contracts Experience Desired
- Trustworthy



## City of Santa Clara, CA – City Attorney

### Executive Search - 2022

#### Draft Timeline - Bob Murray & Associates

| Task   | Who                                   | Date  |
|--|---------------------------------------|---|
| <b>Kick off</b><br>One on one meetings   | Individual council members<br>and BMA | Before February 21, 2022                    |
| <b>Draft Ad and Timeline</b><br>Draft of ads, proposed<br>timeline                 | BMA                                   | February 22                                 |
| <b>Approve Ad</b>  | Council                               | Before February 28                          |
| <b>Circulate Ads</b><br>Suggested run for 5 weeks                                  | BMA                                   | Target March 1 – April 5                    |
| <b>Outreach</b><br>Phone calls, emails, social<br>media                            | BMA                                   | Ongoing                                     |
| <b>CLOSE</b>   | <b>CLOSE</b>                          | <b>TBD</b><br><b>Target date of April 5</b> |
| <b>Public Records Search on<br/>Prelim candidates</b>                              | BMA                                   | One week after close                        |
| <b>Preliminary Interviews</b>  | BMA                                   | Two weeks after close                       |
| <b>Recommended Finalists</b><br>Zoom<br>Closed Session                             | Council and BMA                       | TBD<br>Target week of April 24              |
| <b>1<sup>st</sup> round Interviews</b><br>Zoom / in person (TBD)<br>Closed session | Council and BMA                       | TBD<br>Target week of May 1                 |
| <b>References<br/>Background</b><br>Top 1-3 candidates                             | BMA                                   | After first round of interviews             |
| <b>2<sup>nd</sup> round Interviews</b><br>Zoom / in person (TBD)<br>Closed session | Council and BMA                       | TBD<br>Target week of May 8                 |
| <b>Negotiations,<br/>Offer</b>   | BMA/Mayor/RPLG                        | TBD<br>Target week of May 15                |
| <b>Start</b>   | Candidate                             | June 13 or 20                               |