



# City of Santa Clara

The Center of What's Possible

## City Attorney

# Recruitment Timeline



- ▶ Informational presentation on the recruitment process and draft timeline.
- ▶ Short summary of the ideal candidate feedback received from our meetings.
- ▶ A typical executive level recruitment takes 16 weeks.



## 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

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

## Draft Timeline



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

