

TOWN OF SOUTHBOROUGH



OFFICE OF THE SELECT BOARD

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TO: Select Board
FROM: Vanessa Hale, Assistant Town Administrator
RE: Process for DPW Superintendent Recruitment
DATE: October 24, 2022

As the Select Board begins a recruitment process for Southborough's next DPW Superintendent, Mr. Purple and I wanted to provide a summary of alternatives for the Board to consider and ask for your guidance as we move forward. Since the Select Board is the appointing authority, all final interviews will be held during one of your public meetings.

It is important to determine the Interview panel at the start, so individuals can be part of the entire process. We often have asked department heads in the region to assist & provide technical expertise, as well as a member of the Personnel Board, a department head from Southborough that works closely with this department, and the Assistant Town Administrator and/or the Town Administrator who facilitate the process. A resident who works in the field or has familiarity with our town departments and knowledge of development and the permitting process is also a worthy consideration.

Process:

- Ask Select Board to approve revised job description;
- Prepare and post job advertisement;
- Select Interview Panel;
- Have Interview Panel determine timeline [resume review, first round interviews, site visit, feedback from other department heads, etc.];
- Interview Panel sends recommendation of finalists to the Select Board for final interview/appointment.

Cost items (\$XXX)

- Advertisement of position in multiple sources to assure diverse candidate pool, including but not limited to:
 - MMA website
 - APWA-New England Chapter [American Public Works Association]
 - Professional Diversity Network
 - 495 Partnership e-mail newsletter
 - Mass Hire [Mass.gov job board]
 - LinkedIn
 - Indeed
 - Personal outreach to municipal engineering firms
- Fee for pre-employment physical, credit and background check.