



## Legislation Text

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Staff Report for the Resolution to Approve the City Manager's Appointment of the City Clerk

### **SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council approve the City Manager's appointment of the City Clerk.

### **BACKGROUND**

Marian Handa retired from the City of San Leandro effective March 31, 2015 leaving a vacancy in the City Clerk position. Pursuant to City of San Leandro Municipal Code Section 1-2-110, "The City Manager shall assign an officer of the City to the duties of City Clerk, and such officer shall possess the requisite qualifications for such duties. Such assignment shall be approved by the City Council."

The recruitment for City Clerk was open from January 20, 2015 to February 16, 2015. To obtain qualified candidates, the recruitment was advertised on the City's website, CalOpps.org, the City Clerks Association of California website, Western Cities website, and emailed to local and regional California municipalities and agencies. A total of 65 applications were received from across multiple states. The submissions were screened and seven highly qualified candidates were invited for interviews.

On February 25, 2015, two oral boards were convened. The first oral board was comprised of external subject matter experts, which included the two City Clerks and an Assistant City Manager from other cities in Alameda County. The second oral board comprised of City employees representing departments that work closely with the City Clerk. Candidates were also required to complete a written exercise to evaluate their writing skills.

On March 18 and 19, 2015, the top three candidates were invited to interview with the City Manager and Assistant City Manager. The City Manager and Assistant City Manager found Tamika Thomas, current Assistant City Clerk for the City of Oakland, to have the background and experience that best suits the needs of the City of San Leandro. Ms. Thomas will bring a wealth of experience and knowledge to San Leandro. She is a California licensed attorney and has served as the Assistant City Clerk for the City of Oakland for the past four years. Her application is attached.

### **Fiscal Impacts**

There is no fiscal impact associated with the approval of the City Manager's appointment of the City Clerk. Funding for the City Clerk position is included in the City's adopted operating budget.

### **ATTACHMENT**

- Resume of Tamika Thomas

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