



## **TOWN ADMINISTRATOR SEARCH COMMITTEE: April Update**

15 ELM STREET HARVARD, MA 01451

[www.harvard-ma.gov](http://www.harvard-ma.gov)

The Town of Harvard Select Board created an ad-hoc committee to conduct the necessary search for a new Town Administrator following a hiring process that is transparent, fair and involves input from the public.

The Town Administrator Search Committee has met on a weekly basis since inception and has:

- Elected a Chair of the committee
- Added a Town Administrator Search Committee Webpage to the Town website
- Established a process for soliciting 2 At-large residents, publicized this opportunity and will vet and send candidates to the Select Board for approval / appointment
- Created a survey for Town Committees input to support the vetting process for Town Administrator Candidates
- Created a central location for the collection of submitted resumes
- Initiated the review / evaluation process of applications
- In development of a rubric for the Initial Interview Process/Rating/ Questions of Candidates