



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

**Tel: (508) 349-7004 Fax: (508) 349-5505**

## POLICY MEMORANDUM #35

Date: Adopted December 15, 2004. Revised November 28, 2017; September 13, 2022; March 7, 2023; February 25, 2025

Subject: **POLICY ON TOWN MANAGER'S POWERS OF APPOINTMENT**

### **I. Introduction**

This policy is created by the Select Board in accordance with Chapter 5, Section 4 of the Truro Charter and establishes the process by which the Town Manager may exercise their powers of appointment in accordance with Chapter 5, Sections 4 and 5 of the Truro Charter, the General Laws of Massachusetts, the Truro Personnel Bylaws, and collective bargaining agreements in effect at the time of the appointment.

### **II. Procedures**

Effective as of the date this Policy is adopted by the Truro Select Board, the Town Manager shall adhere to the following procedures when appointing personnel for permanent positions within the Town of Truro:

#### **A. Recruitment of Candidates**

- 1) When a position becomes vacant or will be vacant shortly, or a new position is created, the Town Manager shall review the existing job description for the position and determine whether it needs to be modified or updated.
- 2) If the Town Manager determines the job description needs to be modified or updated, or, in the case of a new position, created, the Town Manager shall prepare the revisions or new description. If necessary, the Town Manager shall negotiate revisions to job descriptions with the appropriate labor group before posting the vacancy.
- 3) The Town Manager shall then prepare a Notice of Permanent Vacancy. Said Notice shall include the job title, qualifications, salary and/or wages, hours of work, and applicant instructions, including a closing date for application.
- 4) The Notice of Permanent Vacancy shall be posted on the Town website, on appropriate Town bulletin boards or as may be required by collective

bargaining agreement. Such postings will occur simultaneously or successively in compliance with all collective bargaining agreements.

- 5) The Town Manager may also post the Notice of Permanent Vacancy in relevant trade and professional journals, on relevant web-sites and online recruiting platforms, with employment agencies, and other employment related sites if the Town Manager determines such postings to be appropriate and/or necessary in the recruitment of candidates.
- 6) Unless constrained by collective bargaining agreements, a permanent vacancy for a department head or salaried position shall be open for a minimum of five (5) business days. All other positions shall remain open for as long as the Town Manager deems it prudent.
- 7) A candidate shall be required to submit the requested application materials to the office of the Town Manager on or before the closing date for such submission.
- 8) Notwithstanding the provisions outlined above, in the event of an emergency and after consultation with the Select Board, the Town Manager may fill a permanent vacancy on a temporary basis without advertising.

## **B. Appointment of Employees**

- 1) The Town Manager or Assistant Town Manager or Department Head shall review all application materials submitted in response to the Notice of Permanent Vacancy and shall determine the candidates who qualify for further consideration based on merit and fitness. Residential preference points will be awarded to qualifying individuals as specified in Policy 57: Residential Preference Hiring Policy.
- 2) Qualified candidates' initial applications will complete a written exam, if an exam is deemed appropriate by the Town Manager or Assistant Town Manager or Department Head. Candidates with the highest scores of the written exam will proceed to an oral interview by panel. If a written exam is not deemed appropriate, the qualified candidates will participate in an oral interview by panel.
- 3) The oral interview panel and Town Manager or Assistant Town Manager or Department Head will develop a list of questions that are asked to each candidate. Candidates will be scored using a Town Manager approved metric appropriate for the vacant position that will allow the panel to assign a score based on specific criteria to each applicant. The oral interview will be completed by a panel of three individuals; one or more of whom may not be a Town employee.

- 4) If the Town Manager or Assistant Town Manager or Department Head does not participate in the oral interview panel identified in Section B (3), then the Town Manager or Assistant Town Manager or Department Head shall then interview those candidates with the highest scores as determined by the panel interview, using the same procedures as outlined in Section B (3) of this policy. Department heads will participate on this interview panel for non-department head staff vacancies in their respective departments.
- 5) In the case of the appointment process for the Library Director, the Library Trustees will designate one member of their body to assist the Town Manager in the review and recommendation of applicants for interviews and then participate as one of the members of the three-person interview panel with the Town Manager.
- 6) The Town Manager shall make the final determination of the candidates' merit and fitness for the position based on the scores and shall choose an individual for appointment from the qualified candidates.
- 7) In accordance with the Town Charter, the Town Manager shall present their selection for applicable department head positions to the Select Board by consulting individually with each member of the Board prior to making an employment offer to the selected candidate.
- 8) Employment offers will be conditional in nature and will require satisfactory physical exams, drug/ alcohol screens, background record checks or reference verification.
- 9) In certain cases, the Town Manager may choose to maintain a certified copy of applicants and their scores from the hiring process to allow qualified applicants who perform well in the hiring process to be considered for future vacant positions.

### **III. Waiver of Provisions**

The Town Manager in consultation with the Select Board may waive any of the foregoing requirements on a case-by-case basis. This consultation may occur at a public meeting or by consulting individually with each member of the Board.



---

Susan Areson, Chair



---

Robert Weinstein, Vice Chair



---

Nancy Medoff, Clerk

Policy Memorandum #35  
Town Manager's Powers of Appointment  
Page 4

*Susan Girard-Irwin*

---

Susan Girard-Irwin

*Stephanie Rein*

---

Select Board  
Town of Truro