



CAMBRIDGE CITY COUNCIL

Alanna Mallon
Vice-Mayor

Dear City Council colleagues,

I am pleased to share the following updates on the City Manager search. We have since moved on from the community engagement portion of the search timeline, which culminated in the creation of the leadership profile, or job description. (As discussed at last week's Government Operations meeting, we have made a slight adjustment to the timeline, but are still on track to complete our search by mid June.) During the month of February we received community and employee feedback through:

- Employee Town Hall
- Employee Survey
- Department Head Meetings with Randi Frank
- 15 minute Employee drop-in sessions with Randi Frank
- [Resident Town Hall](#)
- [20 focus groups](#) through Cortico
- Over [4,000 unique pieces of feedback](#) from 700+ residents and stakeholders on the coUrbanize site

A first draft of the leadership profile was presented to the (gov ops committee members?) and public at the March 2nd [Government Operations, Rules, and Claims](#) committee meeting, where committee members suggested feedback and edits. To allow enough time for these edits to be made, a follow-up committee meeting was scheduled for [March 9th](#) and the final [leadership profile](#) was presented and approved. This editing process ultimately moved the timeline back by one week, but we are currently in the process of recruiting applicants with the profile. To capture a wide variety of applicants, both with traditional and non-traditional experience, Randi Frank LLC is distributing the leadership profile to a wide array of organizations around the country and world. For a complete list, click [here](#).

While Randi Frank and her team receive applications, we need to identify an Initial Screening Committee to review candidates during the first round of interviews. The (Initial) Screening Committee will be made up of 15-19 individuals who are interested in playing yet another vital role in the City Manager search process, and ultimately help decide who moves on as a finalist. For those who need it, financial assistance, language translation (ESOL/ASL), and a brief interview skills workshop will all be available through our search partner, Randi Frank LLC. Those who are interested will need to be available from 9am – 5pm on the following dates:

Tuesday, May 3
Thursday, May 12
Friday, May 13

Applications will be accepted until **5PM on Thursday, March 31st**.

Please access the application form [here](#).

I encourage you all to share the self-nomination form with your networks and community as we want to capture a diverse array of Cambridge voices to be part of this next step in the process.

I will continue to keep you informed and updated on the progress of the search. As always, you can check the [City's dedicated webpage](#) and subscribe to the [coUrbanize](#) site for updates sent right to your inbox.

Thank you,

A handwritten signature in black ink, appearing to read 'Alanna Mallon', with a stylized, cursive script.

Alanna Mallon
Vice Mayor