

Town of Windham

OFFICE OF THE TOWN MANAGER
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MEMORANDUM

To: Robert Burns
From: Phyllis Moss
Date: July 21, 2025
Re: Timeline for Filling Town Clerk Position

The selection and hiring process is highly regulated, and planning and preparation are needed to avoid costly mistakes.

The following steps are recommended:

1. Update current job description. (DONE!)
2. Prepare interview questions (DONE!) and have them reviewed by the Town Council (in advance of August 12, 2025, Council Meeting).
3. Determine who will serve on the Screening/Interview Team ("Team"). No more than 5 people are recommended)
 - a. Linda Morrell, Town Clerk
 - b. Jon Rioux, Code Enforcement and Zoning Director
 - c. Phyllis Moss, Human Resources Director
 - d. Robert Burns, Town Manager
 - e. Member from Town Council (TBD)
4. Send a memo to the Team outlining their time commitment. (Human Resources)
5. Establish hiring process and timelines: See below for recommendations.
 - Advertising
 - Length of time - Typically 2 to 3 weeks (August 13 – September 3, 2025)
 - Decide on Source(s)
 - internet (MMA, Indeed, Clerk's Listserve)
 - bulletin board (internal posting)
 - newspaper
 - Application deadline – September 3, 2025

- Resume/application review by the Team (week of September 8 – 12, 2025)
 - Establish a list of candidates for interview
 - Send out a Doodle Poll (Tammy Hodgman) to establish best dates/times for interviews with the Team
 - Set interview dates based on availability (September 15 – 19, 2025) and conduct background checks
 - Determine final candidates for interview with the Town Council (Executive Session September 23, 2025, or October 14, 2025)
 - Target date for written hire offer – October 15, 2025 (this allows for the candidate to provide adequate notice)
6. New Town Clerk to be sworn in prior to the current Clerk's retirement (November 25, 2025) .

Attachment: Interview Questions