

# *Need a Municipal Clerk?*

**We are here to assist you...**

*Municipal Clerks* are required to manage multiple priorities and projects, keep records, meet deadlines, and interact with Council Members, municipal employees, the business community, citizens and visitors.

This unique position necessitates the perfect blend of experience, talent and leadership to complement each municipality.

The OMCA has partnered with *M. Melinda Holmes, PhD, LLC* to offer an *Assessment Center* to

assist you in selecting the best possible candidate for an appointed Municipal Clerk when your municipality has a vacancy.

The Assessment Center is a process in which Municipal Clerk candidates participate in exercises tailored specifically to the responsibilities of the position and of your municipality. It evaluates each candidate's potential for managing all aspects of the Municipal Clerk's responsibilities. Through participation in the exercises, each candidate is rated on the following management characteristics/skills:

- Leadership
- Organization and Planning
- Decision Making
- Oral and Written Communication
- Interpersonal Relationships
- Creativity
- Flexibility

Test results include an Overall Score Sheet for each candidate, showing scores on each exercise and on eight management characteristics/skills, and a narrative discussion of highest-ranking candidates' skills.



This process assists the local government in narrowing the field of qualified applicants to a select group of finalists who truly can demonstrate the necessary skills and abilities for the position.



The  
Municipal  
Clerks  
Assessment  
Program

For more information or a proposal,  
please contact:

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*A partnership between M.  
Melinda Holmes, PhD, LLC  
and the OMCA*