



Rutherford County, Tennessee

Human Resources Department

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Memorandum

To: County Commissioners

Date: August 6, 2012

Re: Position in the Office of the County Mayor

Based upon the discussions held during the June 14, 2012 Board of Commissioner's meeting and then again at the June 19, 2012 Budget meeting, I completed a preliminary job description for the new position in the Office of the County Mayor. I am requesting that you read the job description and send me any suggestions for changes by August 20, 2012. I will then review the suggestions and have ready for inclusion or discussion at the next scheduled Steering Committee meeting.

Along with the job description are several recommendations:

- Position should be posted for two weeks using the following media:
 1. Channel 19
 2. County HR website
 3. Tennessee Career Center
 4. MTSU Career Center
 5. The Daily News Journal
 6. The Murfreesboro Post
- Interview committee should consist of:
 - County Mayor Ernest Burgess
 - Finance Director Lisa Nolen
 - Human Resources Director Sonya Stephenson
 - Member of Steering Committee to be selected by Committee
- Mayor shall request confirmation from the Steering Committee for the applicant he wishes to be in the position.
- Mayor shall request confirmation from the Board of Commissioners for the applicant he wishes to be appointed in this position.

Additional suggestions for the position are:

- If a current County Elected Official/Commissioner or County Employee applies, is offered and accepts the position then they must resign their current position immediately.
- If the appointed designee decides to run for Office of County Mayor then they must be placed on Administrative Leave without pay, but may use their accrued annual time, until election cycle is complete.
- The appointed designee cannot hold this position and that of an Elected County position at the same time.