



CAMBRIDGE CITY COUNCIL

May 18th, 2022
Mr. Anthony Wilson
Clerk of Cambridge
Cambridge City Hall

Re: Final Recommendation from the Co-Chairs of the City Clerk Search Committee

Dear Mr. Clerk:

Please include this correspondence from the Co-Chairs of the City Clerk Search Committee on the agenda as part of the City Council Special Meeting being held on May 23rd, 2022.

The search process for our new City Clerk is complete. The job description was posted on the City of Cambridge website (see [City Clerk Job Posting](#) and attached) on February 28, 2022. Sheila Keady Rawson, Director of Personnel, distributed the posting to the attached outreach list and the posting was shared through social media. Naomie Stephen, Executive Assistant to the City Council, accepted resumes until May 1, 2022, and prepared them for review by the initial search committee. As of May 1, 2022, there were 32 total applicants.

The committee selected 10 applicants for an initial interview. Of these, 2 candidates withdrew their applications. Of the 8 candidates interviewed, the committee identified 4 candidates for a second round of interviews. After concluding the second round of interviews, the committee identified and invited two finalist candidates to recommend to the full City Council for consideration. On May 16th, 2022, after being invited to interview with the full City Council, one of our finalists withdrew their candidacy prior to the finalist names being made public.

Although we had hoped to present the full City Council with two excellent candidates to consider, we are confident in moving forward with our recommendation of Ms. Diane LeBlanc as a candidate for the position of Cambridge City Clerk. Naomie Stephen completed a background and reference check.

We want to thank all the members of the City Clerk Screening Committee for their time and effort in conducting the process:

- Marc McGovern, City Councillor
- Burhan Azeem, City Councillor
- Naomie Stephen, Assistant to the City Council
- Matthew Nelson, Assistant to the City Manager for Community Relations
- Nicole Murati Ferrer, License Commission Chair
- Megan Bayer, First Assistant City Solicitor

Thank you for your attention to this matter.

Submitted by:

City Councillors Paul Toner and E. Denise Simmons, Co-Chairs of the City Clerk Selection Committee