

## Handout

- **Charter Section 5.02 – Powers of the mayor**

(a) The mayor shall appoint all heads of municipal departments, subject to confirmation by the assembly, on the basis of professional qualifications. Persons appointed by the mayor serve at the pleasure of the mayor.

- **AMC 3.30.173 - Recruitment and appointment.**

Executive positions by their nature and complexity are not subject to the normal procedures of recruitment and selection applicable to other classified positions. The mayor or responsible official of the appointing authority may utilize any recruitment and referral sources and techniques that is deemed appropriate to obtain the highest caliber employees for these positions and may appoint whomever is determined to best discharge the duties of an executive position at the discretion of the mayor or responsible official of the appointing authority subject to the merit provisions of the Charter and this Code. Prior to an executive employee being hired, the individual shall have submitted a municipal employment application form including a resume describing relevant education, training and experience. Upon hiring, the resume shall become a public record and be included within the employee's personnel file.

(AO No. 79-195; AO No. 91-19(S); AO No. [2018-17](#), § 2, 2-27-18)