

DRAFT

TIMELINE / ADVERTISEMENT FOR VACANCY APPOINTMENT

City Commission Position #3

July 21 – August 17	Advertisement of open position
August 17, 5:00 p.m.	Deadline to submit application materials
August 18 - 24	Review of applications; set interviews
August 30 and/or 31	Conduct interviews
September 7 or 21 (tentative)	Appointment of new commissioner at City Commission meeting

Advertisement of Open Position:

- Public Notices: City Hall, Pioneer Center, Library, etc.
- Post to Web site
- Announcement at Commission meetings
- E-mail to neighborhood associations
- E-mail to all current board and commission members
- Announcement to Oregon City Chamber of Commerce
- Notify all City Employees
- Notice to Oregonian, Oregon City News, WFMC
- Other?