

**Special Meeting Agenda  
Town Manager Selection Committee  
Monday, January 24, 2022; 4:30 pm  
Duncan Town Hall; 506 South East Old West Highway**

Pursuant to Title II of the Americans with Disabilities Act (ADA), the Town of Duncan does not discriminate on the basis of disability in the administration of its programs or services. Individuals with a disability who require accommodations, including auxiliary aids of services for effective communication, should contact the Town of Duncan ADA Compliance Coordinator at least 24 hours in advance at (928) 359-2791, Monday-Thursday, 8-5, to make known their needs and preferences.

**Call to Order:**

**Roll Call:**

**Pledge of Allegiance:**

**Prayer:**

- 1. Chairperson’s Report:**
- 2. Committee Member’s Reports:**
- 3. Review of Town Clerk Job Description and Vacancy Announcement:**  
Discussion and Action.....Committee
- 4. Development of Town Manager Employment Brochure:**  
Discussion and Action.....Committee
- 5. Consideration of Date and Time of Next Meeting:**  
Discussion only.....Committee
- 6. Consideration of Items for the Next Meeting:**  
Discussion only.....Committee
- 7. Adjournment:**  
Discussion and Action.....Committee

Note: pursuant to A.R.S. § 38-431-03 (A)(3). The Committee may vote to hold an Executive Session for the purpose of obtaining legal advice from the Town Attorney concerning any matter listed on this Agenda. The information discussed at any Executive Session and the Minutes thereof are confidential.

Copies of Agendas may be requested at the Town of Duncan (928) 359-2791. Meetings can be accessed at the following weblink:

**<https://us02web.zoom.us/j/8826331012?pwd=tkxestdmdlyrm0povufkbbk1sme1uzz09>**