



**CITY MANAGER RECRUITMENT PLANNING COMMITTEE
& CITY MANAGER HIRING PLANNING COMMITTEE
JOINT MEETING
AGENDA**

*Remote Meeting Only
Essex Junction, VT 05452
Monday, March 28, 2022
5:30 PM*

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This meeting will be remote participation only. Available options to join the meeting:

- JOIN ONLINE: <https://zoom.us/j/94982966258>
- JOIN CALLING: (toll free audio only): (888) 788-0099 | Meeting ID: 949 8296 6258

1. **CALL TO ORDER** [5:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. Welcome and Introductions
 - b. Discuss Committee Roles & Responsibilities
 - c. Discuss Committee Deliverables & Timeline
 - d. Discuss City Manager Roles & Responsibilities

BREAK INTO SEPARATE COMMITTEES

 - e. Introductions
 - f. Discuss Role of Committee Chair & Elect Committee Chair (or Co-Chairs)
 - g. Discuss Meeting Frequency
 - h. Discuss Committee Deliverables
6. **READING FILE**
 - a. Committee Deliverables
 - b. What It Takes to Be a Professional Local Government Manager
 - c. What Professional City, Town, and County Managers Do
 - d. City Manager Charter Roles & Responsibilities
 - e. Village Manager Job Description
 - f. Town Manager Job Description
7. **ADJOURN**

This agenda is available in alternative formats upon request. Meetings of Village committees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Manager's office at 878-6944.

Certification: 03/25/2022 Darby Mayville