



**CITY MANAGER
RECRUITMENT PLANNING COMMITTEE
AGENDA**

*Remote Meeting Only
Essex Junction, VT 05452
Monday, April 4, 2022
5:30 PM*

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Phone: (802) 878-6951

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

- JOIN ONLINE:
<https://us06web.zoom.us/j/85803213705?pwd=aWdrVHp1dER5Yy9YbzF5OXQzd3N4UT09>
- JOIN CALLING: (toll free audio only): (888) 788-0099 | Meeting ID: 858 0321 3705

1. **CALL TO ORDER** [5:30 PM]

2. **PUBLIC TO BE HEARD**

3. **REVIEW AND APPROVE MEETING MINUTES FROM MARCH 28**

4. **BUSINESS ITEMS**

a. Discuss Committee Deliverables and Identify Action Steps

With input opportunities from the Trustees, the public, staff, and department heads:

- Identify a recruitment timeline & strategy
- Create a community profile
- Identify the desired qualities/experiences/education of the ideal candidate
- Create a job posting
- Identify recruitment outreach and advertising plan

b. Set Next Meeting Date & Time

5. **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: 04/01/2022 Darby Mayville