



**CITY MANAGER
RECRUITMENT PLANNING COMMITTEE
AGENDA**

*Remote Meeting Only
Essex Junction, VT 05452
Monday, April 11, 2022
5:30 PM*

E-mail: manager@essexjunction.org

www.essexjunction.org

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. **BUSINESS ITEMS**
 - a. Discuss community survey re: City Manager
 - b. Discuss Trustee input opportunity re: City Manager
 - c. Discuss staff and department head input opportunity re: City Manager
 - d. Discuss community profile
 - e. Identify next steps
 - Community profile
 - Advertising locations plan
 - f. Set next meeting date & time
4. **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: 04/08/2022 Brad Luck

CITY MANAGER RECRUITMENT PLANNING COMMITTEE DELIVERABLES

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