



**CITY MANAGER
HIRING PLANNING COMMITTEE
AGENDA**

*Remote Meeting Only
Essex Junction, VT 05452
Monday, April 25, 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/8258587162?pwd=U01TTkNNdWJjbFErUjJUVjRkSmNMUT09>
- JOIN CALLING: (audio only) 1-929-205-6099 | Meeting ID: 825 858 7162 | Passcode: 05452EJ

1. **CALL TO ORDER** [5:30 PM]
2. **PUBLIC TO BE HEARD**
3. **REVIEW AND APPROVE MEETING MINUTES FROM APRIL 11**
4. **BUSINESS ITEMS**
 - a. Complete timeline for City Manager hiring process
 - b. Discuss how to include the community, staff, and department heads in the hiring process
 - c. Discuss tactics needed to assess candidates' viability
 - d. Establish questions for advertisement
 - e. Review next steps
 - f. Set next meeting date and 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: 04/18/2022 Colleen Dwyer

Hiring Committee Deliverables:

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

- Identify a hiring timeline & plan
- Ensure that community members, staff, and department heads are included in the hiring process
- Utilize a variety of tactics to assess candidates (i.e. short essays with applications, projects, presentations, committee/panel interviews, meet & greets, etc.)
- Provide a process that results in (up to) the top three finalists being provided to the Trustees for ultimate consideration and decision