



**CITY MANAGER
RECRUITMENT PLANNING COMMITTEE
AGENDA**

*Remote Meeting Only
Essex Junction, VT 05452
Monday, April 25, 2022
5:30 PM*

E-mail: manager@essexjunction.org

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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 (audio only): (888) 788-0099 | Meeting ID: 858 0321 3705 | Passcode 580010

1. **CALL TO ORDER** [5:30 PM]
2. **PUBLIC TO BE HEARD**
3. **MINUTES APPROVAL**
 - a. Consider approval of the April 18 meeting minutes
4. **BUSINESS ITEMS**
 - a. Discuss City Manager surveys – community, staff, Trustees; any final outreach efforts?
 - b. Discuss Department Head & Trustee interview progress
 - c. Discuss community profile content and format
 - d. Discuss advertising locations plan
 - e. Discuss survey results review process and ideal candidate profile development
 - f. Review next steps – survey results inform ideal candidate profile & job ad created
 - g. 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: 4/22/22 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