



Remote Only Meeting  
Essex Junction, VT  
05452  
May 23, 2022 5:30PM

**CITY MANAGER**  
HIRING COMMITTEE AGENDA

Email: [manager@essexjunction.org](mailto:manager@essexjunction.org)

[www.essexjunction.org](http://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=U01TTkNNdWJbFErUjJUVjRkSmNMUT09>
- JOIN CALLING: (audio only) 1-929-205-6099 Meeting ID: 825 858 7162

1. CALL TO ORDER

2. PUBLIC TO BE HEARD

3. MINUTES APPROVAL

- a. Consider approval of May 9, 2022 meeting minutes

4. BUSINESS ITEMS

- a. Recruiting Committee will provide an overview of their work
- b. Develop a plan for Citizen Engagement
- c. Review next steps
- d. 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 802-878-6944.*

Certification: 5/16/2022 Colleen Dwyer

READING FILE

City Manager Input Summary PDF

EJ City Manager Job Posting

EJ City Manager Job Description

EJ City Manager Ideal Candidate Profile

City of Essex Junction Profile

**VILLAGE OF ESSEX JUNCTION  
CITY MANAGER HIRING PLANNING COMMITTEE  
DRAFT MINUTES OF MEETING  
MAY 9, 2022**

**MEMBERS PRESENT:** Christina Papadopoulos (Chair), Jeetan Khadka, Jacob Law, Amber Thibeault, John Wermer

**ADMINISTRATION:** Colleen Dwyer, HR Director

**OTHERS PRESENT:** None

**1. CALL TO ORDER**

Ms. Thibeault called the meeting to order at 5:38 PM.

**2. PUBLIC TO BE HEARD**

**a. Comments from Public on Items Not on Agenda**

None.

**3. MINUTES APPROVAL**

**a. Consider approval of the April 11, 2022 and April 25, 2022 meeting minutes**

**JEETAN KHADKA made a motion, seconded by COLLEN DWYER seconded, to approve the minutes from April 11, 2022 and April 25, 2022. All in favor, motion passed.**

**4. BUSINESS ITEMS**

**a. Provide update from Recruiting Committee**

Prior to the start of discussion, Ms. Thibeault informed the Committee that Mr. Spaulding has resigned. Ms. Dwyer said that the Recruiting Committee plans to post the job advertisement on May 10. The Recruitment Committee also requested some changes to the essay questions that the Hiring Planning Committee had proposed be included in the application. The earlier version of these questions will be used as interview questions. The new questions are as follows:

- What excites you about being the first City Manager for the City of Essex Junction?
- What steps have you taken at your current (last) employer to create an inclusive work environment? How did you navigate this opportunity?

**b. Discuss process for hiring City Manager**

The Committee added some flexibility to the dates listed on the timeline, choosing to focus more on deliverables.

**c. Create rubric for assessing candidates answers**

The Committee decided to create a formal rubric for each of the application questions, as it will help the process to be fairer.

The draft rubric is as follows:

	Exceeds expectations (3)	Meets expectations (2)	Does not meet expectation (1)
Grammar	-Clear, concise, and to the point answers. -Answers all parts of the questions.	-Answers the questions at hand. -Possibly sometimes off topic or tangential but remains on task overall.	-Does not address the question. -Tangential. -Did not answer all parts of all questions.
Examples	-Clearly describes how their role as a leader created an inclusive work environment with clear examples.	-Provides general examples of steps they took in previous jobs. -Talks about steps more as a team effort than their role as a leader.	-Does not provide any examples of steps they took in previous jobs. -Does not provide examples of inclusivity.
Critical Thinking/Leadership Skills	-Specifically mentions how they are going to lead Essex Junction into the future. -Provides multiple examples of leadership roles with examples/details.	-Provides a general overview of what excites them about this role, possibly mentioning leading Essex Junction/the new City. -Provides one example of a leadership skill they have.	-Does not identify any skills they bring to the table. -Does not specifically mention how they are going to bring Essex Junction into the future.
Professionalism	-Uses language that is professional appropriate for the speaker.	-Uses language that is somewhat professionally appropriate for the speaker.	-Informal or casual language (e.g. texting language). -Inappropriate or non-professional examples.

#### **d. Discuss tactics needed to assess candidates' viability**

The role of the City Department heads in the interview process was discussed, and Ms. Dwyer said that they are eager to get involved. Other questions will be developed after the next Trustee meeting. The Committee discussed the role of the community panel, the type of feedback that they would be providing, and how they will be providing this information. The Committee expressed willingness to restart the process if none of the candidates in the first round are acceptable.

#### **e. Review next steps**

Ms. Dwyer will prepare the packet for the next meeting and send out reading materials.

**f. Set next meeting date and time**

The next meeting will be held on Monday, May 23 at 5:30 PM.

**5. ADJOURNMENT**

**JEETAN KHADKA made a motion, seconded by JOHN WERMER, to adjourn. All in favor, meeting adjourned at 7:00 PM.**

Respectfully submitted,  
Darby Mayville

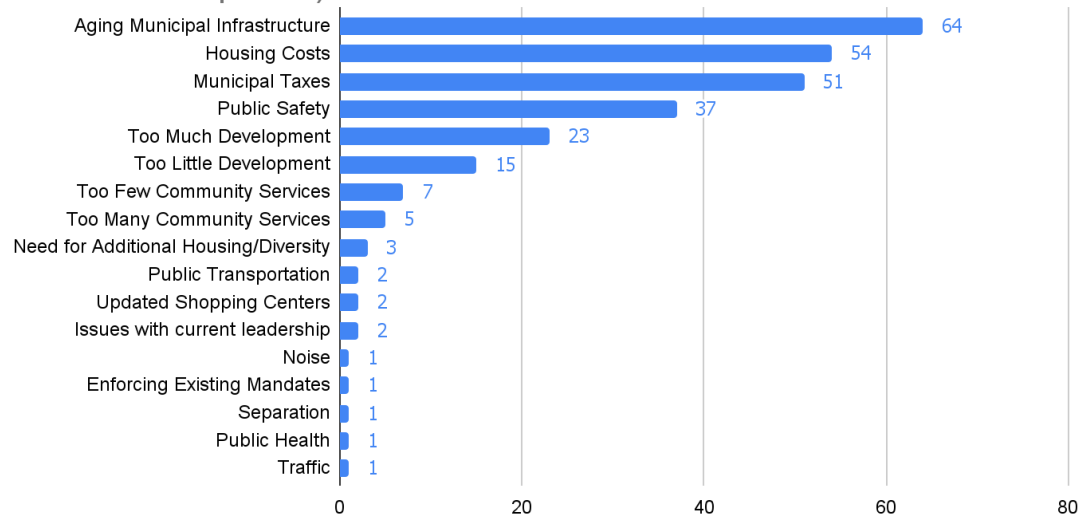
**City Manager Engagement Opportunities**  
**Surveys: Residents, Staff, Trustees**  
**Interviews: Department Heads, Trustees**

**City Manager Search Responses: Residents**

80 Total Responses

**Question 1: Residents**

What are the most important challenges facing the City of Essex Junction? (Please indicate the 4 most important)

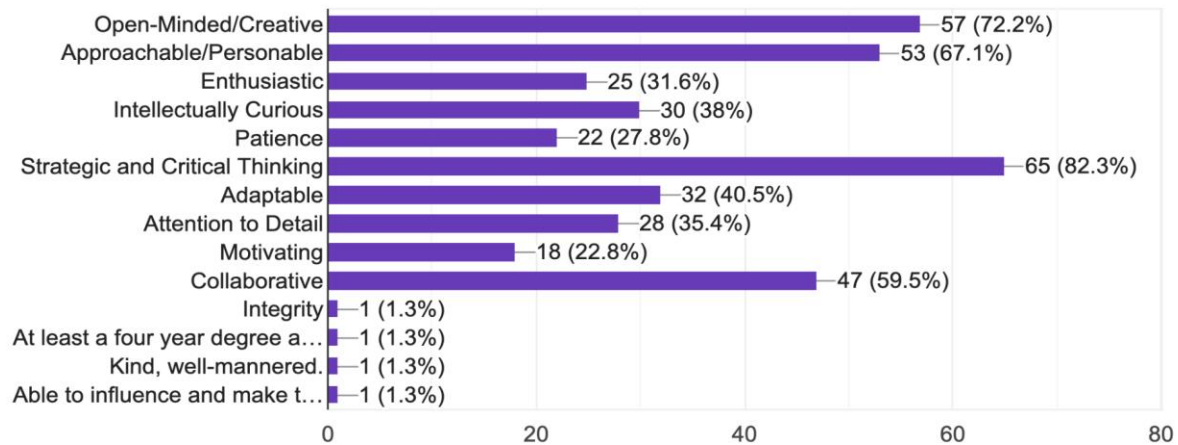


- 79 responses(not all selected 4 challenges)
- 20 individuals wrote in their own answers, when possible these were grouped together or added with others. Left off if not relevant.
- Top 3 Answers:
  1. Aging Municipal Infrastructure (Streets, Sidewalks, etc)
  2. Housing Costs
  3. Municipal Taxes

## Question 2: Residents

What management and leadership attributes should the next City Manager have? (Please indicate the 5 most important to you)

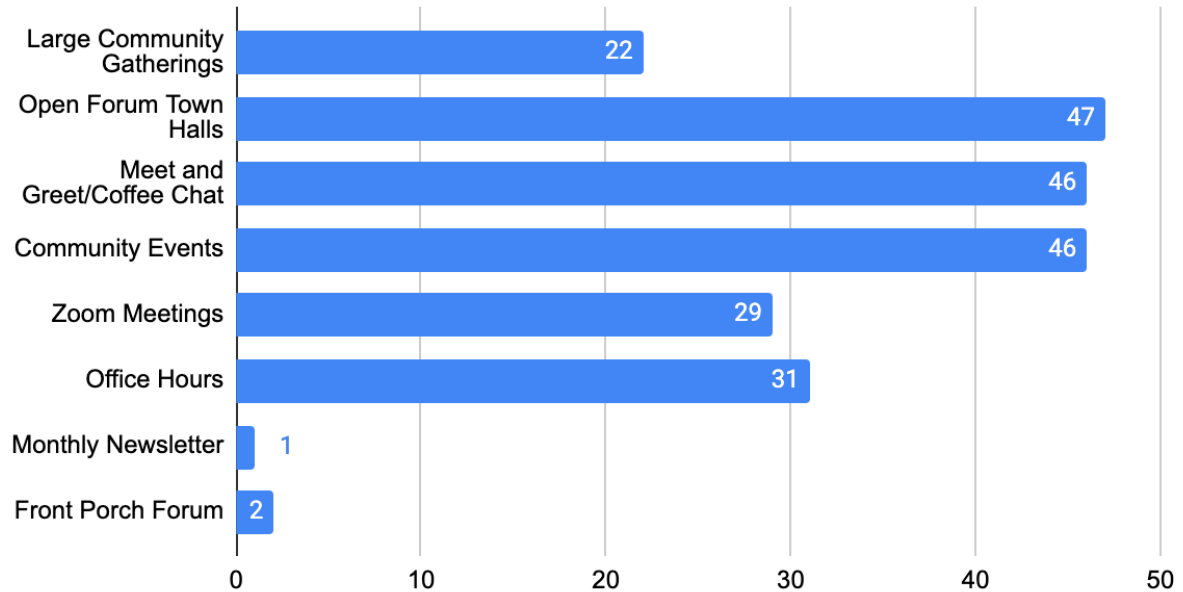
79 responses



- 80 responses
- Responses cut off by graphic:
  - At least a four year degree and 5 years experience
  - Kind, well-mannered
  - Able to influence and make things happen
- 4 Most Important:
  1. Strategic and Critical Thinking
  2. Open-Minded/Creative
  3. Approachable/Personable
  4. Collaborative

### Question 3: Residents

How would you like the new City Manager to interact with the community? (Please indicate the 3 most important to you)



- 79 Responses
- 3 Most Important:
  1. Open Forum Town Halls
  2. Meet and Greet/Coffee Chats
  3. Community Events

## Question 4: Residents

In a few words, what else should the Trustees consider when selecting the new City Manager?



- 47 Responses
- Community appeared 14 times, next most common word appeared twice

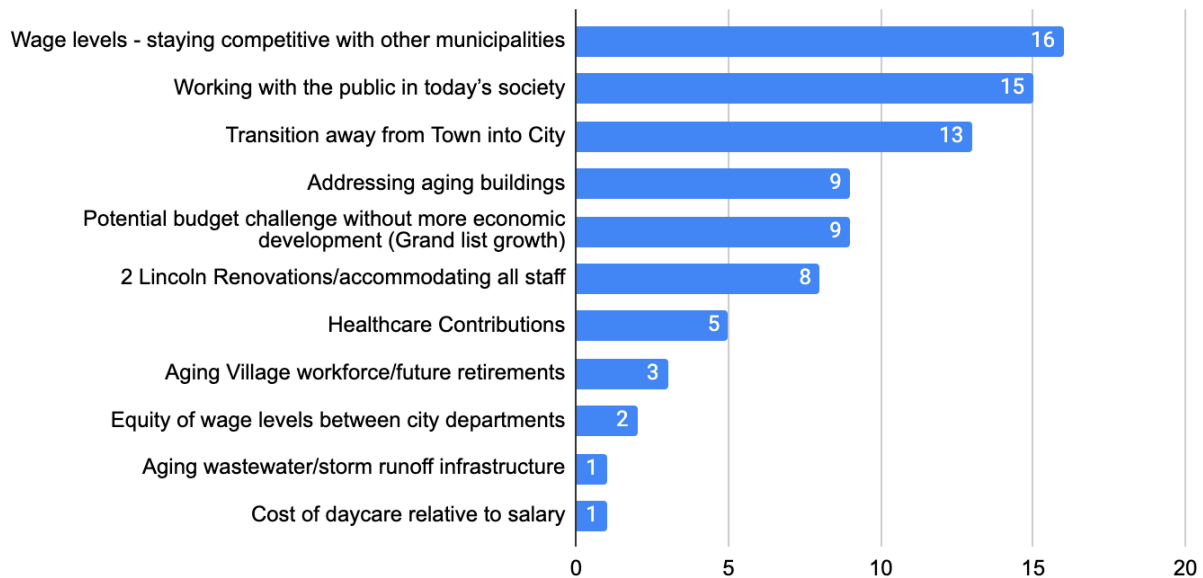


## City Manager Search Response - Staff

### 21 Responses

#### Question 1: Staff

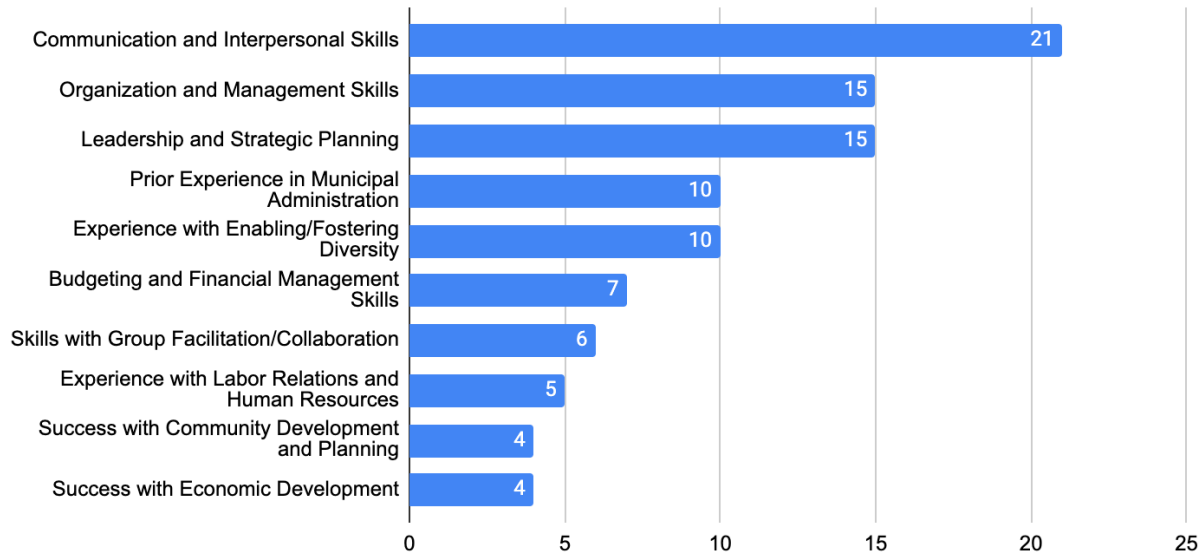
What are the most important challenges facing the City of Essex Junction staff? (Please indicate the 4 most important to you)



- 21 Responses
- Top 3:
  1. Wage Levels
  2. Working with the public in today's society
  3. Transitioning away from Town into City

## Question 2: Staff

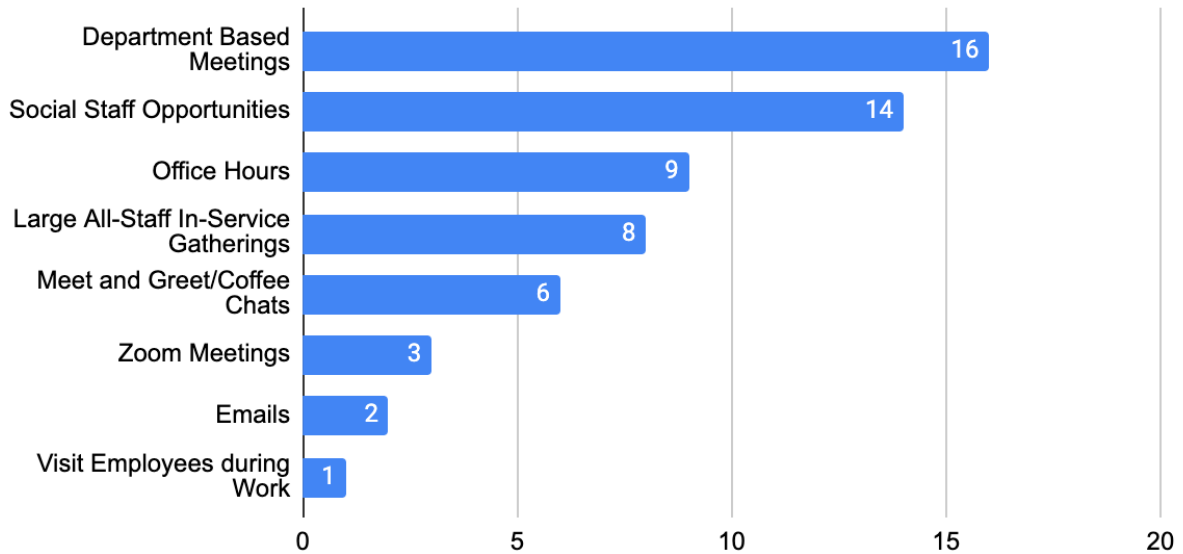
What skills and experiences are most important for the new City Manager to succeed in Essex Junction? (Please indicate the 5 most important to you)



- 21 Responses
- Top 3:
  1. Communication and Interpersonal Skills
  2. Organization and Management Skills
  3. Leadership and Strategic Planning

### Question 3: Staff

How would you like the new City Manager to interact with staff?  
(Please indicate the 3 most important to you)



- 21 Responses
- Top 2:
  1. Department Based Meetings
  2. Social Staff Opportunities

#### **Question 4: Staff**

In a few words, what else should the Trustees consider when selecting a manager?

- Someone looking for innovation when running a municipality
- Live and be a part of the community
- Meet staff
- Strong communicator, approachable
- Emotionally intelligent individual that is flexible, open minded, and unpretentious
- Aware of the area and cost of living. Willing to get to know the department
- Won't get in the way of moving forward and cares about staff
- Interest/familiarity with Essex Junction
- Compassionate and wants to make a difference
- Listens and cares for employees and the community
- Adaptable to the needs of the city
- Personality that fits with the established team. Not afraid of change
- Experience and previous success
- Lives in the city or takes part in city service and activity. Uses childcare, library, businesses, park
- Someone with a family so they understand the value of work life balance

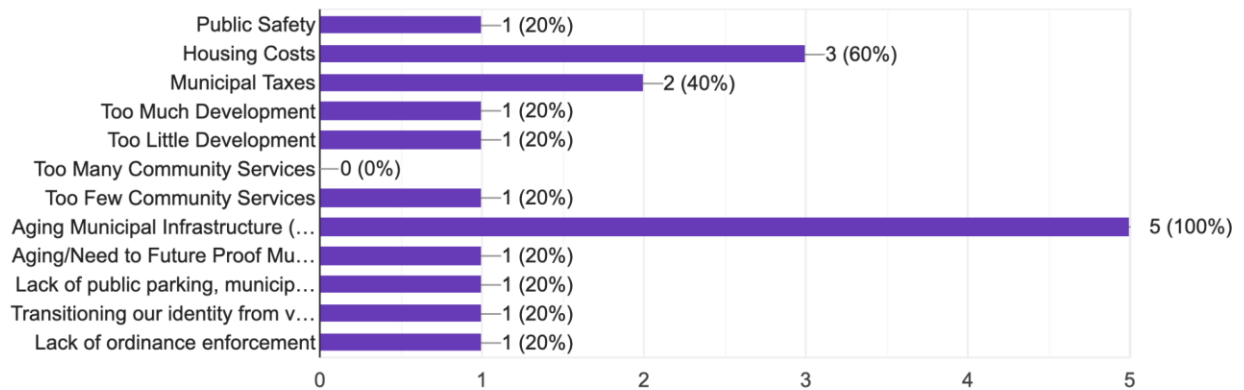
## City Manager Search Responses: Trustees

There were 5 total responses to this survey. Each respondent answered every question.

### Question 1: Trustees

What are the most important challenges facing the City of Essex Junction? (Please indicate the 4 most important to you)

5 responses

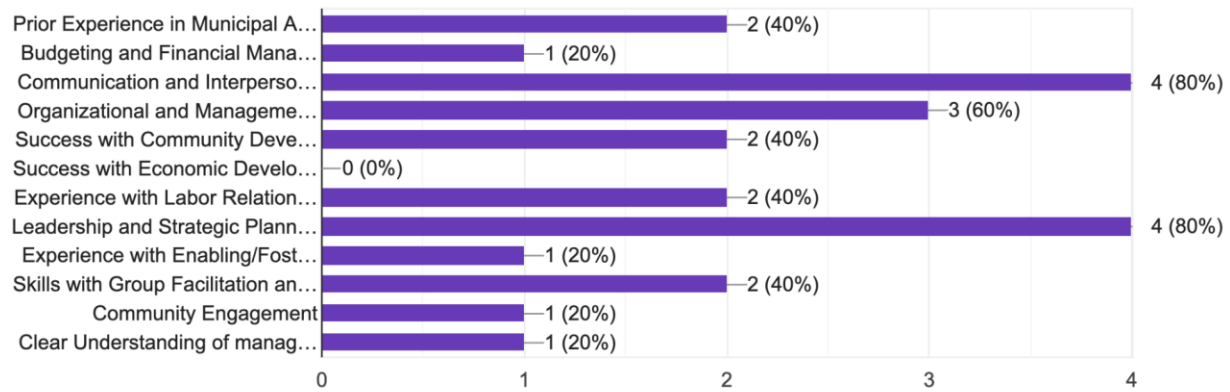


- Top 3:
  1. Aging Municipal Infrastructure (Streets, Sidewalks, etc)
  2. Housing Costs
  3. Municipal Taxes

## Question 2: Trustees

What skills and experiences are most important for the new City Manager to succeed in Essex Junction? (Please indicate the 5 most important to you)

5 responses

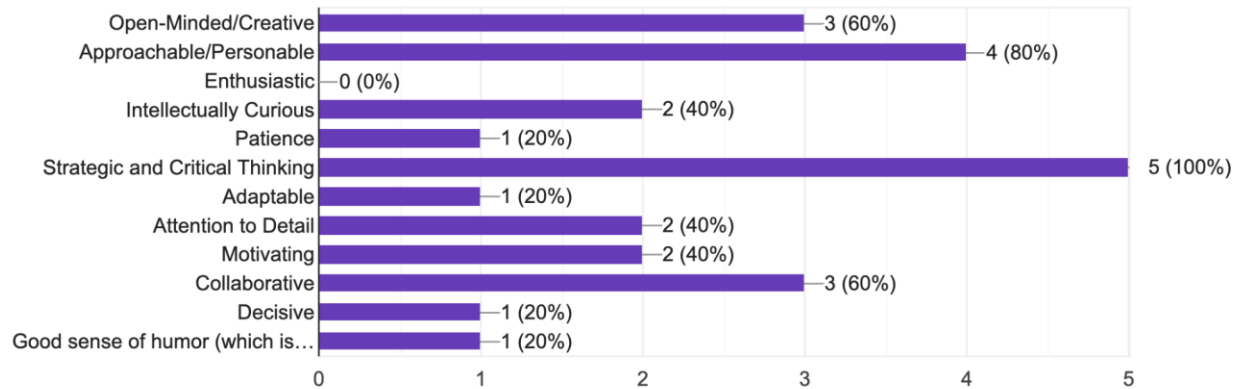


- Top 3:
  1. Communication and Interpersonal Skills  
Leadership and Strategic Planning
  2. Organization and Management Skills

### Question 3: Trustees

What management and leadership attributes should the next City Manager have? (Please indicate the 5 most important to you)

5 responses



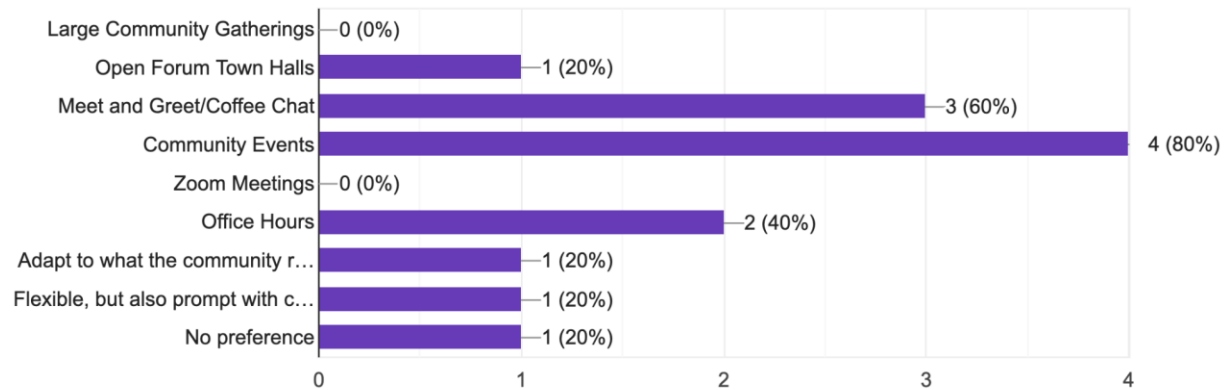
#### 4 Most Important:

1. Strategic and Critical Thinking
2. Approachable/Personable
3. Open-Minded/Creative
- Collaborative

#### Question 4: Trustees

How would you like the new City Manager to interact with the community? (Please indicate the 3 most important to you)

5 responses



- 3 Most Important:
  1. Community Events
  2. Meet and Greet/Coffee Chats
  3. Office Hours



**Question 5: Trustees**

In a few words, what else should the Trustees consider when selecting the new City Manager?

- Experience is important, but you can train aptitude not attitude.
- Past work record, what motivated them to apply and move to the area? Salary, quality of life, other?
- Demonstrated capacity to grasp the technical issues related to stormwater, wastewater, municipal infrastructure, and redevelopment
- Manager with experience leading a group of leaders and building a team. Someone that lets the department heads be the experts and plan for their inevitable retirements. Not someone that lets department heads walk all over them but that gets out of the way when not needed.
- Fresh ideas and be willing to rethink, redesign, and reimagine how our community engages with residents and staff. Experience and interest in incorporating diversity, equity, and inclusion principles into all areas of our municipal services.

## Summary: Residents / Staff / Trustees

Most important challenges facing the City:

Residents

1. Aging Municipal Infrastructure (Streets, Sidewalks, etc)
2. Housing Costs
3. Municipal Taxes

Trustees

1. Aging Municipal Infrastructure (Streets, Sidewalks, etc)
2. Housing Costs
3. Municipal Taxes

Management and leadership attributes City Manager should have:

Residents

1. Strategic and Critical Thinking
2. Open-Minded/Creative
3. Approachable/Personable
4. Collaborative

Trustees

1. Strategic and Critical Thinking
2. Approachable/Personable
3. Open-Minded/Creative
- Collaborative

How the City Manager should interact with the community:

Residents

1. Open Forum Town Halls
2. Meet and Greet/Coffee Chats
3. Community Events

Trustees

1. Community Events
2. Meet and Greet/Coffee Chats
3. Office Hours

Skills and experiences are most important for the City Manager:

Staff

1. Communication and Interpersonal Skills
2. Organization and Management Skills
3. Leadership and Strategic Planning

Trustees

1. Communication and Interpersonal Skills
- Leadership and Strategic Planning
2. Organization and Management Skills

## Interview Responses:

### Trustees Summary:

The Trustees wanted someone that will pay attention to how things currently operate. The new city manager should be engaged and listen; they need to focus on communication and collaboration. There is a theme of a horizontal management style in Essex Junction, not top down, this needs to be respected and fostered.

**Question 1:** Please describe the management style that you believe is optimal for the City.

- Careful listener and modest talker. Manages through collaboration and insight, not authority and protocol. Measures their success through the success of others.
- Champion for employees and able to balance the community and board expectations. Willing to make change where needed. Management style needs to involve more engagement between manager and department heads. Current style was more triage, not active management.
- Supports council/management form of government for new city.
- Allow Department heads to run their own departments without assistance - not the manager running them. Not autocratic, not hierarchical, on the younger side - energy, drive, curiosity, and passion.
- Be collaborative, work with professionals, have conversations, work with trustees in a timely manner. Not looking for a mayor type manager. Need to work with the public without being a public figure. Start initiatives and get them completed in a timely manner. Professionally supportive, address deficits in management. Do not need to be on regional boards - time should be spent managing. Manager works for the city and allows the trustees to govern. The right candidate must work in complete conjunction with the elected officials.

**Question 2:** What is unique about how the Village operates in regards to the manager/department head relationship and what type of manager will be successful in continuing this.

- Management style of Essex Junction has traditionally been more horizontal and vertical. The manager is in a more supportive, collaborative role rather than a top-down role. Need to be willing to take the time to learn how it fits together, gradually take the reins while maintaining a sense of teamwork, and do no harm.
- Consistency in expectations, supervision and outcomes. Needs to be able to navigate a climate of "We've always done it this way" and be able to successfully articulate change, if required.
- Believes current form works well and would like to see it continue: an elected board that oversees the manager for checks and balances.
- Small active community, new manager needs to be involved in this. Good communicator. Tech and social media savvy. Staff and department heads need to leave interactions feeling positive.
- True negotiator, strong communicator, collaborative, NOT micromanager, not office drive - get out and see the departments, tech savvy, independent, informative with regular communication with the trustees, ensure contract negotiations add value to the city, let department heads be experts in their capacity and do not overstep them, does not need to come in with plans to initiate changes in the city.

## Department Heads Summary:

The department head responses were similar - they know their jobs and they do them well. They don't want someone to come in and micromanage them. They want someone to get to know their departments, build relationships, see how they work and to work with them to improve. A strong communicator that can add value to their decision processes and not slow them down.

There was a theme of not having been visited by city managers in the past and only getting attention when something was 'broken'. Now that the merger will not be a focus of the city manager, they'd like to see more involvement.

**Question 1:** Please describe the new City Manager's management style that would bring out your best efforts and make your department function best.

- Strong Communication, allow for independence but available for check in. Get to know the departments and what they do on a basic level.
- Good at looking at the big picture. Good listener with management experience. Understand the New England style of municipal government
- Visionary, curious, and a team player. Hard working but blends well with the current staff.
- Relationship driven, positive communicator, return to customer satisfaction with public works, policy driven, not a micromanager, active interest in getting to know departments, value employee retention and recruitment, focus on the new city's needs.
- Recognizes the assets of the department, including the people, does not micromanage.
- Department heads work in a collaborative manner that is collegial. Need a confident city manager that will give department heads "enough rope to hang themselves". Support staff, not control them.
- Engaged and excited. Need to want to interact with each department and meet staff.
- Democratic style or Laissez faire style. Values emotional intelligence in the new city manager. Social skills and awareness.
- Specific Skill Set desired:
  - Understanding of technical issues relating to storm water and wastewater
  - Experience with growing fire department/managing change from on call to full time (possibly)

**Question 2:** What is unique about how the Village operates in regards to the manager/department head relationship and what type of manager will be successful in continuing this?

- Work and act like a team. Strong sense of community and pride. Need to be brought in to feel like part of a team
- Allow department heads to run their departments
- Mutual trust and respect exists between department heads and managers. People work towards a common goal and do not micromanage. Collaborative environment. Continue to work towards a strong diverse community.
- People person, be accessible but don't overschedule meetings, manage collaboratively and be positive, get to know department heads and how things work.
- Village departments generally have strong leaders with deep experience. Good communication is important. Keep department heads up to date on goings on with boards. Open door policy where people feel they can drop in for quick feedback, or schedule a meeting. Recognize and trust the experts of their field, not micromanage.
- Elected officials are an integral part of what occurs in Essex Junction. Need to maintain strong relationships. Manager needs to leave their ego behind. Be proactive with the state of Vermont with items such as rail travel. Be an ambassador, meet with congressional delegation, Vermont legislators, Chittenden County, and local elected officials along with department heads.
- Doesn't feel there was a relationship with the last manager. Felt like an outcast department. Wants attention from the new city manager.
- Being accountable to the community (shareholders?) but also accountable to the employees. Multilayered decisions/problems will need to be addressed.
- Specific Skill Set desired:
  - Team oriented, strong communicator/listener, collaboration, not a micromanager, motivating

## **Where to Advertise (all survey responses combined):**

Do you have any recommendations on where we should advertise for this position:

- High Level Recruiter
- Seek from other small towns
- VT Professionals of color network on facebook
- Listservs
- VPR
- VLCT
- Indeed
- LinkedIn
- New England
- ICMA Bulletins
- Local newspaper and radio/tv ads
- NY Times, Boston Globe, UVM Business school for other publications
- National Search
- Front Porch Forum
- Seven Days
- VT Digger
- Idealist
- Speak with realtors to find out where high interest in moving to the area exists
- 7 Days
- VLCT
- Essex Junction website
- VT Biz
- Facebook
- Internationally

## Profile: City of Essex Junction, Vermont

Essex Junction is a progressive, growing, high-quality-of-life small city in the Greater Burlington metropolitan area within a short distance of the University of Vermont and UVM Medical Center, Champlain College, St. Michael's College, Burlington International Airport, and Lake Champlain. Albany, Boston, Montreal, and New York City are readily accessible by car, commuter flights, bus service, and Amtrak.

Of the 10,590 Essex Junction residents counted in the 2020 census, 27% are under 18; 58% are 19-65; and 15% are over 65. Approximately 82% identify as White; 1% as Black; 10% as Asian; 2% as Hispanic; and 5% as two or more races or Other. The median household income is \$80,019 and 48% of residents have a bachelor's degree or higher. Essex Junction is a founding member of the Essex-Westford School District, consistently ranked among the best in the state for college acceptance, special services, and test scores.

Global Foundries, a multinational microchip manufacturer, has a fabrication plant in Essex Junction which is the state's largest private employer. Other nearby large employers include the University of Vermont, UVM Medical Center, USCIS Department of Homeland Security, and the Vermont Air National Guard and Army National Guard.

With 4,500 households in 4.6 square miles interlaced with sidewalks and mostly residential streets, the City has a neighborly, tree-lined, family-friendly feel. The community prioritizes investment in education, health-wellness, and recreation. Besides a full slate of year-round recreation programs and community activities, the Essex Junction Parks and Recreation Department offers licensed pre-school and childcare programs. The Brownell Library is the state's second largest municipal library and is located next to the Essex Area Senior Center, which is operated jointly by Essex Junction and Essex Town.

In 2014 the City began intensive collaborations with private developers and state agencies to revitalize its small historic downtown with the aim of creating a lively and sustainable high-density residential-commercial core. This effort grew from an earlier citizen-based initiative, funded by the Orton Family Foundation, that incorporated shared community values into a plan for thoughtful growth in the 21st century. Among other improvements, four multi-story commercial-residential buildings were constructed between 2015-2022, providing over 200 new housing units, including 42 units of senior housing. In the same period the City received over \$8 million in state and federal funds for major infrastructure projects in the downtown core and is on track to receive an additional \$3.5 million in federal funds to renovate the Essex Junction Amtrak Station, the state's busiest.

As Vermont's newest city, with ready access to the diverse educational and employment opportunities of Chittenden County/Greater Burlington and the year-round recreational resources of the Green Mountains and Lake Champlain, Essex Junction is one of northern New England's most desirable communities for those seeking to create their own, meaningful work-life balance.

# *City of Essex Junction, Vermont*

## *City Manager*

### ***IDEAL CANDIDATE PROFILE***

#### **THE NEW CITY OF ESSEX JUNCTION SEEKS ITS FIRST MANAGER**

The City of Essex Junction, formerly the Village of Essex Junction, will become Vermont's newest and fourth largest city on July 1, 2022, and we're searching for a manager to keep us strong and guide us through this transformative and exciting chapter in our community's 130-year history.

#### **OUR NEW CITY MANAGER SHARES OUR COMMITMENT TO:**

- Creating a forward-thinking municipal culture that embraces equity and inclusion as essential elements of good governance.
- Maintaining and rebuilding our infrastructure to meet the challenges of climate change and protecting the magnificent ecosystems of Northern Vermont and Lake Champlain
- Re-envisioning our 19<sup>th</sup> century downtown as a well-designed, thriving, family-friendly, walkable urban center.
- Enriching our quality of life by investing in education, public-engagement, and recreation, and providing community resources that enable healthy, active living.
- Caring for each other as neighbors with a shared stake in our collective wellbeing.

#### **WHO ARE WE LOOKING FOR?**

Our ideal candidate knows that successful managers achieve their goals by prioritizing collaboration, teamwork, and two-way communication. The Manager provides the foundation of fairness, responsibility, and trust upon which the staff relies, and which sets the tone for intelligent governance. Being approachable, open-minded, and intellectually curious are not just desirable personal qualities but necessary tools for getting the job done.

Although our City Charter is new, our municipal departments have decades of history and are led by experienced professionals whose dedication and high standards helped establish Essex Junction as one of Vermont's premier communities. Our new Manager knows that becoming the leader of this team means learning how to support their efforts and provide the strategic vision and positive energy to help them succeed. The Manager encourages their continuing professional development and sets an example by staying connected to local and national networking organizations, such as the International City/County Management Association, to stay informed about best practices in local government.

The new City Manager thrives on public engagement, whether in large, town-hall settings or one-to-one encounters, and enthusiastically embraces the role of being the face and voice of our community. The Manager works closely with an experienced, active, and engaged City Council to establish bonds of trust and help them develop financially prudent and legally sound policies.

Our ideal candidate comes to us with a demonstrated commitment to fiscal responsibility and a solid grasp of the basics of municipal budgeting. Our successful candidate is comfortable operating within the policy and statutory framework of local and state government and can smoothly pivot to each new task, such as working with the City Attorney on a complex environmental issue, to helping the Public Works Director develop a funding request for the City Council, to participating in a citizen-led planning effort for a community event.



### SOME IMMEDIATE CHALLENGES:

- Work closely with the City Finance Director to develop our first City budget as we complete the process of disengaging our finances and shared municipal operations from Essex Town and transition away from being an incorporated village within the Town to becoming a fully independent city.
- Help oversee multiple infrastructure projects coming our way, including a \$2 million transformation of our *circa* 1820 village office into a 21<sup>st</sup> century city hall; a \$3 million rebuild of a major water line; a \$9 million traffic improvement initiative; and a \$3.2 million renovation of the Essex Junction Amtrak station.
- Take leadership working with the City Council and Human Resources Director to revise and advocate for City policies and procedures that codify our commitment to equity, inclusion, and transparency.
- Help implement a recently approved sales tax which will be used to fund discretionary capital projects.
- Productively engage with the City Development Director, the Essex Junction-Essex Town Housing Commission, local developers, relevant county and state agencies, and other stakeholders to formulate strategies for addressing the acute housing shortage and consequent high cost of housing.

Essex Junction is Vermont's fastest growing community (*2020 US Census*). Our successful strategy embodies our commitment to quality schools, family-friendly culture, public safety, responsible financing, and thoughtful planning. We're seeking a dynamic, innovative leader who shares our progressive values and who is genuinely excited by the prospect of being the first Manager of our new city government.

**City of Essex Junction, Vermont**  
**Job Classification Description**  
**CITY MANAGER**  
**GRADE 14**  
**Starting Salary Range: \$105,000-\$130,200**  
**(Salary commensurate with experience)**

**BASIC FUNCTION**

To manage and administer all functions, services and activities of City government in accordance with the provisions of the City Charter, state law, and under the policy direction of the City Council.

**CHARACTERISTICS**

The Manager shall set the tone for the culture of the City government in terms of how it positively interacts with City residents. The Manager shall foster a warm, welcoming environment that is focused on high quality customer service and interactions, demonstrating the City's commitment to serving the community.

The Manager will advocate for and implement practices, policies, and interactions that promote diversity, equity, and inclusion.

The Manager (or their designee) will directly guide, lead, coach, and supervise all City department heads, and indirectly provide leadership for approximately 50-60 full-time and regular part-time City employees. The Manager will plan and conduct training programs, staff meetings, and provide and promote professional development opportunities for staff. The Manager will confer regularly with department heads and staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, and resolve problems.

The Manager will serve as a principal City liaison, in conjunction with members of the City Council at times, to community groups, residents, government agencies, other municipalities, local businesses, contractors, consultants, attorneys, media, and others outside City government. The Manager will play an active role in representing the City in regional and state-wide initiatives.

The Manager will demonstrate commitment to the City of Essex Junction's mission and values as determined by residents and the City's various boards and commissions.

The Manager will perform professional municipal management duties of a highly complex and responsible nature, requiring considerable judgment in making administrative decisions, in carrying out municipal policy, and in overseeing municipal activities. The Manager will need to use good judgment and discretion, as they will have access to extensive city-wide confidential information, including personnel records, negotiating positions, and confidential investigations.

**RESPONSIBILITIES**

The Manager shall be the chief administrative officer of the City of Essex Junction. The Manager shall be responsible to the Council for the administration of all City of Essex Junction affairs placed in the Manager's charge by or under the City Charter. The Manager shall have the following powers and duties in addition to those powers and duties delegated to municipal managers under the Vermont statutes:

- a. The Manager shall appoint and, when the Manager deems it necessary for the good of the service, suspend or remove all City of Essex Junction employees, including the Treasurer, and other employees provided for by or under this Charter for cause, except as otherwise provided by law, this Charter, collective bargaining unit contracts, or personnel rules adopted pursuant to this Charter. The Manager may authorize any employee who is subject to the Manager's direction and supervision to exercise these powers with respect to subordinates in that employee's department, office, or agency. There shall be no discrimination in employment, in accordance with applicable state and federal laws, including but not limited to 21 V.S.A. §495. Appointments, lay-offs, suspensions, promotions, demotions, and removals shall be made primarily on the basis of training, experience, fitness, and performance of duties, in such manner as to ensure that the responsible administrative officer may secure efficient service.
- b. The Manager, or their designee, shall direct and supervise the administration of all departments, offices, and agencies of the City of Essex Junction, except as otherwise provided by this Charter or by law.
- c. The Manager shall recommend hiring of a City Attorney with Council approval and shall hire special attorneys as needed.
- d. The Manager or a staff member designated by the Manager shall attend all Council meetings and shall have the right to take part in discussion and make recommendations but may not vote. The Council may meet in executive session without the Manager for discussion of the Manager's performance or if the Manager is the subject of an investigation pursuant to § 301(b)(4) of this Charter.
- e. The Manager shall see that all laws, provisions of this Charter, and acts of the Council, subject to enforcement by the Manager or by officers subject to the Manager's direction and supervision, are faithfully executed.
- f. The Manager shall prepare and submit the annual budget and capital program to the Council.
- g. The Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the City of Essex Junction as of the end of each fiscal year.
- h. The Manager shall make such other reports as the Council may require concerning the operations of City of Essex Junction departments, offices, and agencies subject to the Manager's direction and supervision.
- i. The Manager shall keep the Council fully advised as to the financial condition and future needs of the City of Essex Junction and make such recommendations to the Council concerning the affairs of the City of Essex Junction as the Manager deems desirable.
- j. The Manager shall be responsible for the enforcement of all City of Essex Junction ordinances and laws.
- k. The Manager may when advisable or proper delegate to subordinate officers and employees of the City of Essex Junction any duties conferred upon the Manager by this Charter, the Vermont statutes, or the Council members.

- l. The Manager shall perform such other duties as are specified in this Charter or in State law, or as may be required by the Council.
- m. The Manager shall fix the compensation of City employees.
- n. The Manager shall recommend appointment of the City Clerk annually, with Council approval.
- o. The Manager or the Manager's appointee shall be the personnel director. The Manager shall maintain personnel rules and regulations protecting the interests of the City and of the employees. These rules and regulations must be approved by the Council and shall include the procedure for amending them and for placing them into practice. Each employee shall receive a copy of the rules and regulations when the employee is hired.
- p. With support from the finance department, the Manager shall submit to the Council a budget for review before the annual City Meeting or at such previous time as may be directed by the Council. The budget shall contain:
  - 1) An estimate of the financial condition of the City as of the end of the fiscal year.
  - 2) An itemized statement of appropriations recommended for current expenses, and for capital improvements, during the next fiscal year, with comparative statements of appropriations and estimated expenditures for the current fiscal year and actual appropriations and expenditures for the immediate preceding fiscal year.
  - 3) An itemized statement of estimated revenues from all sources, other than taxation, for the next fiscal year and comparative figures of tax and other sources of revenue for the current and immediate preceding fiscal years.
  - 4) A capital budget for no fewer than the next five fiscal years, showing anticipated capital expenditures, financing, and tax requirements.
  - 5) Such other information as may be required by the Council.
- q. The Manager shall prepare and submit to the Council a capital program at least three months prior to the final date for submission of the budget. The capital program shall include:
  - 1) A clear general summary of its contents;
  - 2) A list of all capital improvements which are proposed to be undertaken during no fewer than the next five fiscal years, with appropriate supporting information as to the necessity for such improvements;
  - 3) Cost estimates, method of financing, and recommended time schedules for each such improvement; and
  - 4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.
  - 5) The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

**SUPERVISION RECEIVED**

In all matters, the Manager shall be subject to the direction and supervision of the City Council and shall hold office at the will of the City Council.

**SUPERVISION EXERCISED**

Administrative and functional supervision, direct and indirect, of all City employees.

**KNOWLEDGE, SKILLS & ABILITIES**

- Bachelor's degree in appropriate discipline, plus 4 to 6 years in municipal administration, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Thorough knowledge of municipal finance, budgets, personnel policies and practices, collective bargaining, state and federal agencies as they relate to municipal government, charter and policies, federal and state laws. Substantial management skills to direct the work of professional and non-professional subordinates. Ability to represent the City appropriately and effectively. Ability to perform organizational tasks as needed. Ability to work with employees and the general public under conditions of stress.
- Must be able to accept constructive suggestions for improvement and have the ability to communicate and work well with others.
- Excellent planning, organizational, administrative, personnel and budget management skills.
- Excellent writing, research, analytical, and general problem-solving skills. Relevant experience in developing policies and procedures, and in interpreting complex laws and regulations.
- Demonstrated ability to deal effectively with, and represent the City to, a wide range of individuals and groups outside City government, as well as City officials and personnel, frequently regarding highly sensitive and/or controversial matters. Good general public relations, negotiating and coordinating skills.
- Ability to attend night meetings regularly. Ability to travel to meetings in other parts of the state.
- Demonstrated ability to build teams that efficiently serve the public and are effective at implementing the City Council's policies.

**DISCLAIMER:** The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

**EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that I have received this job description. I understand the job to which I am assigned and acknowledge that I can perform the primary duties and responsibilities of the position. I further understand that the City Council has the right to assign job duties and may update the job description from time to time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# City Manager

Essex Junction, Vermont

The newly created City of Essex Junction is seeking a forward-thinking leader to serve as our first city manager. The ideal candidate will possess exceptional management and leadership skills with a strong desire to foster community and build relationships. Applicants must have a minimum of a Bachelor's degree in an appropriate discipline, plus 4 to 6 years in municipal administration.

Essex Junction operates under a council/manager form of government, and the five-member council appoints the manager. The city's current population is 10,590 and there are 55 full-time employees, with an estimated \$9.3 million municipal budget. The Trustees are seeking applicants with strong experience in municipal budgeting, project management, public engagement, and team supervision. The manager will oversee the operations of eight municipal departments, including a water treatment utility that serves three communities, and a full administration team including a City Clerk, Communications & Strategic Initiatives Director, Finance Director, and Human Resources Director. This position will require the individual to be involved in a wide range of activities including, but not limited to: managing multi-million dollar infrastructure projects, budgeting, hiring, training, supervising, and evaluating.

We're seeking a dynamic, innovative leader who shares our progressive values and who is genuinely excited by the prospect of being the first manager of our new city government.

Compensation will be in the \$105K-\$130K range commensurate with experience and qualifications. Excellent health, dental, retirement benefits, tuition reimbursement, and paid leave. Workdays and hours vary. For Community Profile, Ideal Candidate Summary, and job description please visit our website at [www.essexjunction.org](http://www.essexjunction.org).

To apply please submit the following materials:

- Cover letter (PDF Format)
- Resume (PDF Format)
- Response to the following questions (short essay – approximately ½ page each):
  - Question 1: What excites you about being the first manager of the new City of Essex Junction?
  - Question 2: What steps have you taken at your current (or last) employer to create an inclusive work environment? How did you navigate this opportunity?

Once all materials have been prepared, please click on "Apply for this Job" at:

<https://essexjct.bamboohr.com/jobs/view.php?id=85&source=essexjunction>