



City of Portland City Manager Search Subcommittee Meeting

Wednesday, November 16, 2022 at 8:00 AM Via Zoom

To submit written public comment on an agenda item, email publiccomment@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the City Manager Search Subcommittee meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

REMOTE ACCESS INFORMATION:

The City Manager Search Subcommittee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/86502553522?pwd=VHlwUTdxQTVtTcFpiMzl2VDFQNEc0Zz09>

Passcode: 170283

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359 4580

Webinar ID: 865 0255 3522

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1. Call to Order and Introductions
2. Review Materials from Search Consultant and Provide Guidance
 - a. Materials from Search Consultant
3. Determine Next Steps for the Subcommittee
4. Determine Next Meeting Date
5. New Business
6. Adjournment

Memo

To: Mayor Snyder & Members of the Portland City Council,
Department Directors, and
Community Stakeholder Representatives

From: Art Davis, Project Team Leader
Baker Tilly Public Sector Executive Recruitment

Date: November 15, 2022

Subject: City Manager Profile Development Questionnaire

We are seeking input from you so that we can assist the City of Portland in developing a draft profile and executive recruitment brochure to be used in pursuing the ideal candidates for consideration as Portland's next City Manager.

In order to prepare a profile and marketing brochure to conduct this recruitment, please find some attached questions regarding the City's current high-priority issues, as well as the optimal attributes and skills desired in a competitive candidate for the position. The attached questions are intended to frame, but not limit input.

Once completed, a final Brochure will be shared with the City Council for review and approval prior to commencing with candidate outreach in late January 2023.

If you prefer to fill out the attached survey and return it to me via email, that would be helpful in obtaining your input. Once the results are compiled, I will present a final draft of the profile to the Mayor and City Council Search Committee for review as part of the "final draft" recruitment brochure.

I look forward to working with you on this important project and can be reached at (816) 868-7042, or by email at art.davis@bakertilly.com.

CITY MANAGER PROFILE DEVELOPMENT QUESTIONNAIRE

EDUCATION / EXPERIENCE

We will need your view of the level of professional experience and academic achievement preferred or required for the position. For example, are you open to candidates nationwide or do you have a preference for experience in the state of Maine, or from within this region? Is there a size and type of public sector organization (municipal, county, state, and/or federal) that would be preferred?

1. *What experience will be important for a candidate to possess in order to be successful in this role?*

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PROFESSIONAL EXPERTISE

2. *Are there areas of advanced training, certifications and specific expertise that would be ideal for a candidate to possess?*

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MANAGEMENT / LEADERSHIP QUALITIES

3. *From your perspective, what types of management and leadership qualities do you consider essential for the position of City Manager?*

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HIGH-PRIORITY ISSUES

We will request individual viewpoints on the current high-priority issues that the new City Manager must address in the short-term and longer-term. This could include new initiatives or continuation of current efforts.

4. *Identify what you consider to be the highest priority issue(s) the new City Manager must address during their first 12 – 18 months in the position.*

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5. *What programs, projects or processes should be implemented or changed by the new City Manager?*

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ADDITIONAL ISSUES

Please provide us with any other perspective(s) you may have that we have not yet addressed.

6. *Please provide any additional information that would be helpful for the consultant to have that will result in a better understanding of the likely expectations by Portland residents, employees, and any other desired attributes and experience that would assist the new City Manager in fulfilling these expectations.*

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Thank you for your time. We appreciate your confidence in our process and look forward to working with you.

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CITY OF PORTLAND, MAINE

City Manager Recruitment Timetable

Updated Timeline as of November 15, 2022

CITY MANAGER PROFILE DEVELOPMENT

PROJECT TASK	DELIVERABLES	TARGET DATE
Kick-Off Discussions	Meetings with Mayor and City Manager Search Committee to review and develop strategies for developing City Manager position profile and marketing brochure to be utilized during recruitment process	<i>September - November</i>
Finalize Stakeholder Input Process	Mayor and City Mgr. Search Committee to finalize next steps in soliciting input for City Manager profile development	<i>Nov. 16</i>
Begin Contacting Stakeholders to Obtain Input	Consultant Team sends surveys / schedules conversations with stakeholders to solicit input and assemble information for profile development	<i>Nov. 16 – Jan. 3</i>
City Posts Link to Obtain Community Input	City posts link for community to provide input on development of City Manager Profile; aggregate information summarized and shared with Consultant Team to assemble new data with stakeholder input	<i>Jan. 3 - 9</i>
Consultant Shares Data and Proposed Profile with Search Committee	Consultant shares aggregate data and final draft profile and brochure with Mayor and City Manager Search Committee	<i>Thurs., Jan. 19</i>
Final Recommended Ad Posting and Brochure Completed	Consultant shares final Ad posting and final Brochure with Mayor and City Manager Search Committee; Committee approves; ad postings and outreach begins	<i>Thurs., Jan. 26</i>

CITY MANAGER SEARCH -- OUTREACH AND SELECTION PROCESS

Outreach Begins	Baker Tilly launches recruitment by placing ads and contacting prospective candidates. Online applications are received	<i>Fri., Jan. 27, 2023</i>
First Review	Consultant begins First Review of applicants	<u>Wed., Mar 8</u>
Applicant Review	Consultant screens applications, administers and reviews questionnaires	<i>Mar. 8 - 16</i>
Semi-Finalist Report	City receives Semi-Finalist Report and reviews candidate materials	<i>Fri., Mar. 17</i>
Finalists Selected	Consultant meets with City Mgr. Search Committee and/or City Council by digital video to consider candidates' application materials and to select finalists; design of interview candidates and process finalized by City	<i>Week of Mar. 27</i> <i>(Exact Date TBD)</i>

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Vetting of Candidates	Consultant completes reference, background and academic verification checks on finalists <i>(Min. 10-15 business days)</i>	Mar. 31 – April 19
Finalist Report	City receives Finalist Report from Consultant	Thurs., April 20
Interviews	City conducts on-site interviews with finalists and selects top candidate	Week of April 24 or Week of May 1
Employment offer Made/Accepted	Consultant assists City in extending an employment offer to selected candidate	Fri., May 5, 2023
Please Note: These are target dates that are subject to change based on the availability of City Officials, candidates, or other unforeseen circumstances that may arise during the process.		