

City of Portland

City Manager Search Subcommittee

Meeting



Thursday, January 12, 2023 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 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 order number (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/82216279977?pwd=UG9veTh4Y0tGTUREUEZtSjAwUEE1UT09>

Or Telephone:

Dial +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099

Webinar ID: 822 1627 9977

Passcode: 085464

1. Call to order
2. Introductions and Recap
3. Approve Minutes of previous meeting
 - a. December 19, 2022 Meeting Minutes
4. Update on stakeholder engagement process
5. Discuss and finalize salary range for City Manager position
 - a. City Non-union Classification and Pay Plan
 - b. 2021 Salary Study
6. Review and finalize City Manager job description and posting brochure
 - a. Job Description
 - b. Draft brochure narrative
 - c. Color Brochure
7. Public comment on job description and job posting brochure

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8. Committee vote to approve final job description and job posting brochure
9. Finalize the date that the City Manager job will be posted
10. New Business (5 minutes)
11. Next Meeting: DATE
12. Adjournment