

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:

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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

City of Portland
City Manager Search
Subcommittee Meeting

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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

City Manager Search Subcommittee Minutes
December 19, 2022

The December 19, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:08 AM via Zoom.

Mayor Kate Snyder (Chair), Councilor April Fournier, Councilor Mark Dion, Tom Caiazzo (Deputy Human Resources Director), and Jessica Grondin (Communications Director) were present. Anne Lewis from Baker Tilly was also present for the meeting. Councilor Ali was running late. The Mayor stated that we also have several attendees with us as well.

The Mayor opened the meeting with introductions and turned it over to Anne Lewis from Baker Tilly to introduce herself as the new consultant on this important hiring process.

Approval of minutes from previous two meetings. Motion to approve the minutes from both the November 10, 2022 meeting and the November 16, 2022 meeting. The motion was made by Councilor Fournier and seconded by Councilor Dion. Roll call vote Councilor Dion – yes, Councilor Fournier – yes and Mayor Snyder – yes. Motion passed unanimously 3-0.

The Mayor explained that the next item on the agenda is to review and discuss the timeline for moving the City Manager search forward. The Mayor turned the meeting over to Anne Lewis from Baker Tilly. Before Anne got started, the Mayor explained that prior to Anne coming on board we had a very aggressive approach to stakeholder engagement before any posting of the position. We have many, many stakeholders listed and that was becoming too challenging to get done before the holidays.

Anne Lewis took over the discussion on the updated timeline as well as her thoughts on how to best utilize the stakeholder engagement piece throughout the search and selection process. Anne explained that there are a number of ways in which to engage the key stakeholder groups that have been identified. She suggested that she would like to start by holding one-on-one conversations with each member of the City Council to get a feel for what they feel are the traits and skill set for the next City Manager. Anne believes that this would give her enough information to develop a very robust and comprehensive brochure that would represent the City well. Anne then discussed that a survey could be sent out to the larger list of stakeholders to get their input. That data would then be compiled by Baker Tilly in a format that the City could use to drive decisions as the process moves forward.

Councilor Ali joined the meeting.

Committee members gave feedback on the proposed timeline. One big question is the timing for the larger stakeholder engagement with the public. Anne Lewis suggested that we do a survey/questionnaire that would be sent to all of the stakeholders listed. The stakeholders would answer the specific questions but also would have the opportunity to answer some open-ended questions. We need to make sure that there is a good balance, meaning there are enough questions to gather good input but not so many questions that the responders are turned off by the amount of time it will take to respond. The committee overall was pleased with the repositioning of the public stakeholder engagement process. There was a discussion about Anne Lewis engaging a few key City of Portland staff in this initial stage of stakeholder engagement. The committee agreed that four or five City employees should be engaged in this initial process. Core executive and public facing employees will be engaged.

The next agenda item is the kickoff memo and questionnaire. Anne Lewis spoke about what she would like to see as feedback from this committee. Anne explained that she will be providing regular feedback to the City as we move forward in the process. It is important that we keep candidates engaged as to what we are asking them to do and that we adhere to the timeline that is established. The committee gave their input for the memo and questionnaire.

The Mayor moved to the next agenda item, the City Manager job description. The Mayor explained that the job description provided as backup is a draft. It was confirmed that coming up with a final job description is a committee decision. The committee gave feedback on how to best move forward with finalizing the job description. We want to ensure that we have a final job description in order to post the job on January 19, 2023.

Final Agenda item – salary range for the City Manager position. Anne Lewis offered some context and guidance on a valid salary range for this position. There was discussion on other types of compensation over and above the base salary. Vehicle allowance, technology add-on, extra contributions to retirement or supplemental retirement plans and relocation expenses. The committee provided input on salary as well as other types of compensation.

There was no new business.

The next meeting will be held on Thursday, January 12, 2023.

Motion made to adjourn by Councilor Dion and seconded by the Councilor Fournier. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 9:10 AM.



CITY OF PORTLAND, MAINE
FY23 Non-Union Pay / Classification Plan
Effective 07/03/22
(COLA: 3%)

		MAX											
Grade / Step		0	1	2	3	4	5	6	7	8	9	10	11
BAND B21	<u>Hourly</u>	<u>18.73</u>	<u>19.29</u>	<u>19.87</u>	<u>20.47</u>	<u>21.07</u>	<u>21.70</u>	<u>22.37</u>	<u>23.03</u>	<u>23.72</u>	<u>24.44</u>	<u>25.16</u>	<u>25.91</u>
Job Class: 2002	Weekly	702.38	723.38	745.13	767.63	790.13	813.75	838.88	863.63	889.50	916.50	943.50	971.63
(37.5) (H)	Annual	36,523.76	37,615.76	38,746.76	39,916.76	41,086.76	42,315.00	43,621.76	44,908.76	46,254.00	47,658.00	49,062.00	50,524.76
BAND B22	<u>Hourly</u>	<u>20.42</u>	<u>21.04</u>	<u>21.67</u>	<u>22.33</u>	<u>22.99</u>	<u>23.68</u>	<u>24.39</u>	<u>25.12</u>	<u>25.87</u>	<u>26.66</u>	<u>27.46</u>	<u>28.28</u>
Job Class: 2003	Weekly	765.75	789.00	812.63	837.38	862.13	888.00	914.63	942.00	970.13	999.75	1,029.75	1,060.50
(37.5) (H)	Annual	39,819.00	41,028.00	42,256.76	43,543.76	44,830.76	46,176.00	47,560.76	48,984.00	50,446.76	51,987.00	53,547.00	55,146.00
BAND B23	<u>Hourly</u>	<u>22.12</u>	<u>22.79</u>	<u>23.48</u>	<u>24.18</u>	<u>24.91</u>	<u>25.66</u>	<u>26.42</u>	<u>27.22</u>	<u>28.03</u>	<u>28.87</u>	<u>29.75</u>	<u>30.64</u>
Job Class: 2004	Weekly	829.50	854.63	880.50	906.75	934.13	962.25	990.75	1,020.75	1,051.13	1,082.63	1,115.63	1,149.00
(37.5) (H)	Annual	43,134.00	44,440.76	45,786.00	47,151.00	48,574.76	50,037.00	51,519.00	53,079.00	54,658.76	56,296.76	58,012.76	59,748.00
BAND B24	<u>Hourly</u>	<u>24.26</u>	<u>25.00</u>	<u>25.74</u>	<u>26.51</u>	<u>27.31</u>	<u>28.13</u>	<u>28.96</u>	<u>29.84</u>	<u>30.74</u>	<u>31.66</u>	<u>32.61</u>	<u>33.59</u>
Job Class: 2006	Weekly	909.75	937.50	965.25	994.13	1,024.13	1,054.88	1,086.00	1,119.00	1,152.75	1,187.25	1,222.88	1,259.63
(37.5) (H)	Annual	47,307.00	48,750.00	50,193.00	51,694.76	53,254.76	54,853.76	56,472.00	58,188.00	59,943.00	61,737.00	63,589.76	65,500.76
BAND B25	<u>Hourly</u>	<u>26.81</u>	<u>27.62</u>	<u>28.45</u>	<u>29.30</u>	<u>30.18</u>	<u>31.09</u>	<u>32.01</u>	<u>32.99</u>	<u>33.97</u>	<u>34.99</u>	<u>36.05</u>	<u>37.13</u>
Job Class: 2008	Weekly	1,005.38	1,035.75	1,066.88	1,098.75	1,131.75	1,165.88	1,200.38	1,237.13	1,273.88	1,312.13	1,351.88	1,392.38
(37.5) (H)	Annual	52,279.76	53,859.00	55,477.76	57,135.00	58,851.00	60,625.76	62,419.76	64,330.76	66,241.76	68,230.76	70,297.76	72,403.76
BAND B31	<u>Hourly</u>	<u>24.26</u>	<u>25.00</u>	<u>25.74</u>	<u>26.51</u>	<u>27.31</u>	<u>28.13</u>	<u>28.96</u>	<u>29.84</u>	<u>30.74</u>	<u>31.66</u>	<u>32.61</u>	<u>33.59</u>
Job Class: ---	Weekly	909.75	937.50	965.25	994.13	1,024.13	1,054.88	1,086.00	1,119.00	1,152.75	1,187.25	1,222.88	1,259.63
(37.5) (H)	Annual	47,307.00	48,750.00	50,193.00	51,694.76	53,254.76	54,853.76	56,472.00	58,188.00	59,943.00	61,737.00	63,589.76	65,500.76
BAND B32	<u>Hourly</u>	<u>26.81</u>	<u>27.62</u>	<u>28.45</u>	<u>29.30</u>	<u>30.18</u>	<u>31.09</u>	<u>32.01</u>	<u>32.99</u>	<u>33.97</u>	<u>34.99</u>	<u>36.05</u>	<u>37.13</u>
Job Class: 2010	Weekly	1,005.38	1,035.75	1,066.88	1,098.75	1,131.75	1,165.88	1,200.38	1,237.13	1,273.88	1,312.13	1,351.88	1,392.38
(37.5) (H)	Annual	52,279.76	53,859.00	55,477.76	57,135.00	58,851.00	60,625.76	62,419.76	64,330.76	66,241.76	68,230.76	70,297.76	72,403.76

		CONTROL POINT										OPEN RANGE	MAX
Grade / Step		0	1	2	3	4	5	6	7	8	9		
BAND C41	Hourly	32.23	33.20	34.20	35.23	36.28	37.37	38.48	39.64	40.23	40.84		45.96
Job Class: 2020	Weekly	<u>1,208.73</u>	<u>1,244.96</u>	<u>1,282.38</u>	<u>1,321.02</u>	<u>1,360.40</u>	<u>1,401.37</u>	<u>1,443.15</u>	<u>1,486.44</u>	<u>1,508.73</u>	<u>1,531.37</u>		<u>1,723.65</u>
(37.5) (S)	Annual	<u>62,854.00</u>	<u>64,738.00</u>	<u>66,684.00</u>	<u>68,693.00</u>	<u>70,741.00</u>	<u>72,871.00</u>	<u>75,044.00</u>	<u>77,295.00</u>	<u>78,454.00</u>	<u>79,631.00</u>		<u>89,630.00</u>
BAND C42	Hourly	33.85	34.86	35.90	36.98	38.08	39.24	40.42	41.63	42.25	42.89		48.25
Job Class: 2022	Weekly	<u>1,269.40</u>	<u>1,307.21</u>	<u>1,346.23</u>	<u>1,386.79</u>	<u>1,428.17</u>	<u>1,471.52</u>	<u>1,515.63</u>	<u>1,561.10</u>	<u>1,584.52</u>	<u>1,608.29</u>		<u>1,809.54</u>
(37.5) (S)	Annual	<u>66,009.00</u>	<u>67,975.00</u>	<u>70,004.00</u>	<u>72,113.00</u>	<u>74,265.00</u>	<u>76,519.00</u>	<u>78,813.00</u>	<u>81,177.00</u>	<u>82,395.00</u>	<u>83,631.00</u>		<u>94,096.00</u>
BAND C43	Hourly	35.54	36.60	37.71	38.83	40.00	41.20	42.43	43.71	44.36	45.03		50.67
Job Class: 2024	Weekly	<u>1,332.83</u>	<u>1,372.62</u>	<u>1,414.00</u>	<u>1,456.12</u>	<u>1,499.88</u>	<u>1,545.17</u>	<u>1,591.27</u>	<u>1,639.00</u>	<u>1,663.58</u>	<u>1,688.54</u>		<u>1,900.15</u>
(37.5) (S)	Annual	<u>69,307.00</u>	<u>71,376.00</u>	<u>73,528.00</u>	<u>75,718.00</u>	<u>77,994.00</u>	<u>80,349.00</u>	<u>82,746.00</u>	<u>85,228.00</u>	<u>86,506.00</u>	<u>87,804.00</u>		<u>98,808.00</u>
BAND C44	Hourly	37.49	38.61	39.77	40.96	42.19	43.45	44.76	46.10	46.79	47.49		53.44
Job Class: 2026	Weekly	<u>1,405.71</u>	<u>1,447.87</u>	<u>1,491.21</u>	<u>1,536.13</u>	<u>1,582.19</u>	<u>1,629.48</u>	<u>1,678.33</u>	<u>1,728.67</u>	<u>1,754.60</u>	<u>1,780.92</u>		<u>2,004.15</u>
(37.5) (S)	Annual	<u>73,097.00</u>	<u>75,289.00</u>	<u>77,543.00</u>	<u>79,879.00</u>	<u>82,274.00</u>	<u>84,733.00</u>	<u>87,273.00</u>	<u>89,891.00</u>	<u>91,239.00</u>	<u>92,608.00</u>		<u>104,216.00</u>
BAND C44/DC	Hourly	37.49	38.61	39.77	40.96	42.20	43.45	44.76	46.10	46.79	47.49		53.42
Job Class: 2028	Weekly	<u>1,574.40</u>	<u>1,621.62</u>	<u>1,670.16</u>	<u>1,720.47</u>	<u>1,772.28</u>	<u>1,825.02</u>	<u>1,879.73</u>	<u>1,936.11</u>	<u>1,965.15</u>	<u>1,994.63</u>		<u>2,003.09</u>
(42) (S)	Annual	<u>81,869.00</u>	<u>84,324.00</u>	<u>86,848.00</u>	<u>89,464.00</u>	<u>92,159.00</u>	<u>94,901.00</u>	<u>97,746.00</u>	<u>100,678.00</u>	<u>102,188.00</u>	<u>103,721.00</u>		<u>104,161.00</u>
BAND C45	Hourly	40.19	41.39	42.64	43.91	45.24	46.59	47.98	49.42	50.16	50.91		57.30
Job Class: 2030	Weekly	<u>1,506.96</u>	<u>1,552.27</u>	<u>1,599.15</u>	<u>1,646.81</u>	<u>1,696.44</u>	<u>1,747.29</u>	<u>1,799.29</u>	<u>1,853.27</u>	<u>1,881.08</u>	<u>1,909.29</u>		<u>2,148.73</u>
(37.5) (S)	Annual	<u>78,362.00</u>	<u>80,718.00</u>	<u>83,156.00</u>	<u>85,634.00</u>	<u>88,215.00</u>	<u>90,859.00</u>	<u>93,563.00</u>	<u>96,370.00</u>	<u>97,816.00</u>	<u>99,283.00</u>		<u>111,734.00</u>
BAND C51	Hourly	37.49	38.61	39.77	40.96	42.19	43.45	44.76	46.10	46.79	47.49		53.44
Job Class: 2032	Weekly	<u>1,405.71</u>	<u>1,447.87</u>	<u>1,491.21</u>	<u>1,536.13</u>	<u>1,582.19</u>	<u>1,629.48</u>	<u>1,678.33</u>	<u>1,728.67</u>	<u>1,754.60</u>	<u>1,780.92</u>		<u>2,004.15</u>
(37.5) (S)	Annual	<u>73,097.00</u>	<u>75,289.00</u>	<u>77,543.00</u>	<u>79,879.00</u>	<u>82,274.00</u>	<u>84,733.00</u>	<u>87,273.00</u>	<u>89,891.00</u>	<u>91,239.00</u>	<u>92,608.00</u>		<u>104,216.00</u>
BAND C52	Hourly	40.19	41.39	42.64	43.91	45.24	46.59	47.98	49.42	50.16	50.91		57.31
Job Class: 2034	Weekly	<u>1,506.96</u>	<u>1,552.27</u>	<u>1,599.15</u>	<u>1,646.81</u>	<u>1,696.44</u>	<u>1,747.29</u>	<u>1,799.29</u>	<u>1,853.27</u>	<u>1,881.08</u>	<u>1,909.29</u>		<u>2,148.94</u>
(37.5) (S)	Annual	<u>78,362.00</u>	<u>80,718.00</u>	<u>83,156.00</u>	<u>85,634.00</u>	<u>88,215.00</u>	<u>90,859.00</u>	<u>93,563.00</u>	<u>96,370.00</u>	<u>97,816.00</u>	<u>99,283.00</u>		<u>111,745.00</u>

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FY23 Non-Union Pay / Classification Plan
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		CONTROL POINT									OPEN RANGE	MAX
Grade / Step		0	1	2	3	4	5	6	7	8	9	11
BAND D61	Hourly	42.60	43.87	45.19	46.54	47.94	49.39	50.86	52.39	53.17	53.97	60.74
Job Class: 2040	Weekly	1,597.58	1,645.25	1,694.48	1,745.31	1,797.73	1,852.08	1,907.25	1,964.46	1,993.92	2,023.83	2,277.60
(37.5) (S)	Annual	83,074.00	85,553.00	88,113.00	90,756.00	93,482.00	96,308.00	99,177.00	102,152.00	103,684.00	105,239.00	118,435.00
BAND D62	Hourly	44.72	46.07	47.45	48.86	50.34	51.85	53.40	55.00	55.83	56.67	63.77
Job Class: 2042	Weekly	1,677.15	1,727.60	1,779.19	1,832.38	1,887.92	1,944.29	2,002.58	2,062.65	2,093.60	2,125.00	2,391.42
(37.5) (S)	Annual	87,212.00	89,835.00	92,518.00	95,284.00	98,172.00	101,103.00	104,134.00	107,258.00	108,867.00	110,500.00	124,354.00
BAND D63	Hourly	46.96	48.37	49.83	51.31	52.86	54.44	56.07	57.75	58.62	59.50	66.95
Job Class: 2044	Weekly	1,761.06	1,813.87	1,868.63	1,924.17	1,982.10	2,041.58	2,102.65	2,165.73	2,198.21	2,231.19	2,510.81
(37.5) (S)	Annual	91,575.00	94,321.00	97,169.00	100,057.00	103,069.00	106,162.00	109,338.00	112,618.00	114,307.00	116,022.00	130,562.00
BAND D64	Hourly	51.27	52.80	54.39	56.03	57.70	59.43	61.22	63.06	64.00	64.96	73.10
Job Class: 2047	Weekly	1,922.60	1,980.12	2,039.62	2,101.08	2,163.71	2,228.73	2,295.71	2,364.58	2,400.04	2,436.04	2,741.29
(37.5) (S)	Annual	99,975.00	102,966.00	106,060.00	109,256.00	112,513.00	115,894.00	119,377.00	122,958.00	124,802.00	126,674.00	142,547.00
BAND D65	Hourly	53.11	54.71	56.34	58.03	59.78	61.58	63.41	65.32	66.30	67.29	75.73
Job Class: 2045	Weekly	1,991.54	2,051.44	2,112.90	2,176.31	2,241.71	2,309.10	2,378.04	2,449.38	2,486.13	2,523.42	2,839.77
(37.5) (S)	Annual	103,560.00	106,675.00	109,871.00	113,168.00	116,569.00	120,073.00	123,658.00	127,368.00	129,279.00	131,218.00	147,668.00
BAND D71	Hourly	49.54	51.02	52.55	54.14	55.74	57.43	59.15	60.92	61.84	62.76	70.63
Job Class: 2046	Weekly	1,857.60	1,913.15	1,970.67	2,030.17	2,090.42	2,153.48	2,218.08	2,284.62	2,318.88	2,353.67	2,648.71
(37.5) (S)	Annual	96,595.00	99,484.00	102,475.00	105,569.00	108,702.00	111,981.00	115,340.00	118,800.00	120,582.00	122,391.00	137,733.00
BAND D72	Hourly	53.11	54.71	56.34	58.03	59.78	61.58	63.41	65.32	66.30	67.29	75.73
Job Class: 2048	Weekly	1,991.54	2,051.44	2,112.90	2,176.31	2,241.71	2,309.10	2,378.04	2,449.38	2,486.13	2,523.42	2,839.77
(37.5) (S)	Annual	103,560.00	106,675.00	109,871.00	113,168.00	116,569.00	120,073.00	123,658.00	127,368.00	129,279.00	131,218.00	147,668.00

		CONTROL POINT									OPEN RANGE	MAX
Grade / Step		0	1	2	3	4	5	6	7	8	9	11
BAND E81	Hourly	56.29	57.98	59.73	61.51	63.35	65.26	67.22	69.23	70.27	71.33	80.26
Job Class: 1101	Weekly	2,110.92	2,174.35	2,239.75	2,306.73	2,375.67	2,447.38	2,520.65	2,596.27	2,635.21	2,674.73	3,009.58
(37.5) (S)	Annual	109,768.00	113,066.00	116,467.00	119,950.00	123,535.00	127,264.00	131,074.00	135,006.00	137,031.00	139,086.00	156,498.00
BAND E82	Hourly	59.11	60.87	62.71	64.59	66.51	68.52	70.58	72.70	73.79	74.89	84.27
Job Class: 1102	Weekly	2,216.50	2,282.69	2,351.65	2,422.17	2,494.27	2,569.52	2,646.73	2,726.13	2,767.02	2,808.52	3,160.08
(37.5) (S)	Annual	115,258.00	118,700.00	122,286.00	125,953.00	129,702.00	133,615.00	137,630.00	141,759.00	143,885.00	146,043.00	164,324.00
BAND E83	Hourly	62.06	63.92	65.84	67.81	69.84	71.95	74.10	76.32	77.47	78.63	88.48
Job Class: 1103	Weekly	2,327.23	2,396.94	2,469.06	2,542.71	2,619.15	2,697.94	2,778.73	2,862.10	2,905.02	2,948.60	3,318.06
(37.5) (S)	Annual	121,016.00	124,641.00	128,391.00	132,221.00	136,196.00	140,293.00	144,494.00	148,829.00	151,061.00	153,327.00	172,539.00
BAND E84	Hourly	65.46	67.43	69.44	71.54	73.68	75.89	78.16	80.51	81.72	82.94	93.34
Job Class: ---	Weekly	2,454.87	2,528.53	2,604.18	2,682.60	2,762.96	2,845.69	2,931.18	3,019.10	3,064.38	3,110.35	3,500.07
(37.5) (S)	Annual	127,653.00	131,483.00	135,417.00	139,495.00	143,674.00	147,976.00	152,422.00	156,993.00	159,348.00	161,738.00	182,004.00
BAND E85	Hourly	70.19	72.29	74.47	76.69	78.99	81.37	83.81	86.32	87.62	88.93	100.07
Job Class: ---	Weekly	2,632.17	2,710.96	2,792.48	2,876.02	2,962.30	3,051.36	3,142.75	3,237.03	3,285.60	3,334.88	3,752.63
(37.5) (S)	Annual	136,873.00	140,970.00	145,209.00	149,553.00	154,040.00	158,671.00	163,423.00	168,326.00	170,851.00	173,414.00	195,137.00
BAND E91	Hourly	65.46	67.43	69.44	71.54	73.68	75.89	78.16	80.51	81.72	82.94	93.34
Job Class: ---	Weekly	2,454.87	2,528.53	2,604.18	2,682.60	2,762.96	2,845.69	2,931.18	3,019.10	3,064.38	3,110.35	3,500.07
(37.5) (S)	Annual	127,653.00	131,483.00	135,417.00	139,495.00	143,674.00	147,976.00	152,422.00	156,993.00	159,348.00	161,738.00	182,004.00
BAND E92	Hourly	70.19	72.29	74.47	76.69	78.99	81.37	83.81	86.32	87.62	88.93	100.07
Job Class: 1104	Weekly	2,632.17	2,710.96	2,792.48	2,876.02	2,962.31	3,051.35	3,142.75	3,237.04	3,285.60	3,334.88	3,752.63
(37.5) (S)	Annual	136,873.00	140,970.00	145,209.00	149,553.00	154,040.00	158,670.00	163,423.00	168,326.00	170,851.00	173,414.00	195,137.00

CITY OF PORTLAND, MAINE
FY23 Non-Union Pay / Classification Plan
Effective 07/03/22

Pay Type	DBM Rating	Position Title
Hourly *	Band B21 (37.5)	ADMIN ASSISTANT
	Band B22 (37.5)	PROGRAM LIAISON/OFFICE ASSOC CREATIVE PTLD
	Band B23 (37.5)	ADMIN OFFICER I
		EXECUTIVE ASSISTANT
	Band B24 (37.5)	HUMAN RESOURCES ASSISTANT
		PARALEGAL/LEGAL ASSISTANT
		SR ADMIN OFFICER I
		SR EXECUTIVE ASSISTANT
		SUSTAINABILITY ASSOCIATE
	Band B25 (37.5)	LITIGATION PARALEGAL
		MEDIA & COMMUNITY RELATIONS LIAISON
		SAFETY/TRAINING OFFICER
		SR ADMIN OFFICER II
		SR HUMAN SERVICES COUNSELOR
	Band B32 (37.5)	SR HUMAN SERVICES COUNSELOR II
Salaried *	Band C41 (37.5)	ASST PURCHASING MANAGER (H)
		ASST TO PW DIR CUSTOMER SERV/SPEC PROJECTS
		AVIATION SAFETY OFFICER
		BENEFITS ASSOCIATE (H)
		EXECUTIVE OFFICE MANAGER
		FOOD SERVICE MANAGER
		NURSE STAFF SCHEDULER
		OUTREACH & INITIATIVES COORDINATOR
		PRINCIPAL ADMIN OFFICER I
		PROGRAM COORDINATOR
	Band C42 (37.5)	BUSINESS PROGRAMS MANAGER
		COMMUNICATIONS SPECIALIST
		DIRECTOR OF ENVIRONMENTAL SERVICES
		DIRECTOR OF NUTRITION
		DIRECTOR OF OPERATIONS
		FLEET OPERATIONS MANAGER
		ICE ARENA MANAGER
		RSD
		SUBSTANCE USE DISORDER LIAISON
		WATERFRONT COORDINATOR
		WATERFRONT SECURITY AND OPERATIONS MANAGER
	Band C43 (37.5)	AIRPORT CUSTOMER EXPERIENCE MANAGER
		AIRPORT FACILITIES MANAGER
		BEHAVIORAL HEALTH COORDINATOR
		EMERGENCY MANAGEMENT COORDINATOR
		EMPLOYEE ASSISTANCE COORDINATOR
		FIRE PREVENTION COORDINATOR
		GOLF COURSE SUPERINTENDENT
		IMMUNIZATION COORDINATOR
		IT BUSINESS SYSTEMS ANALYST
		IT NETWORK ENGINEER I
		PRINCIPAL ADMIN OFFICER II
		PRINCIPAL FINANCIAL OFFICER
		POLICE PLANNING/RESEARCH COORDINATOR
		PROGRAMMER ANALYST
		SQL BUSINESS ANALYST/REPORT WRITING SPECIALIST
		SQL DATABASE ADMINISTRATOR
		SUSTAINABILITY COORDINATOR

CITY OF PORTLAND, MAINE
FY23 Non-Union Pay / Classification Plan
Effective 07/03/22

Pay Type	DBM Rating	Position Title
Salaried **	Band C44 (37.5)	ASSISTANT PAYROLL MANAGER
		ASSISTANT TREASURER
		BUDGET ANALYST
		DEPUTY FIRE CHIEF (42 HOURS) (H)
		EMPLOYMENT SERVICES MANAGER
		FINANCIAL ADMINISTRATOR
		GOLF COURSE MANAGER
		HCD COMPLIANCE OFFICER
		HOUSING PROGRAM MANAGER
		IT SR PROJECT MGR/MGR ADVANCING SERVICES
		IT SYSTEM ADMINISTRATOR I
		MANAGER OF IT CUSTOMER SERVICE
		PLAN REVIEW MANAGER
		PURCHASING & CONTROLS MANAGER
		PUBLIC WORKS PROJECT MANAGER (H)
		RISK MANAGER
		SOLID WASTE MANAGER
		SENIOR HUMAN RESOURCES ANALYST
		SENIOR NETWORK ENGINEER
		TRANSPORTATION PROGRAM MANAGER
		WORKFORCE DIVERSITY/INCLUSION SPECIALIST
	Band C45 (37.5)	AIRPORT MAINTENANCE MANAGER
		AIRPORT OPERATIONS MANAGER
		DIRECTOR OF PROJECT MANAGEMENT
		DIRECTOR OFFICE ECONOMIC OPPORTUNITY
		EXECUTIVE DIRECTOR - CREATIVE PORTLAND
	Band C51 (37.5)	ASSISTANT CONTROLLER
		ASSISTANT RECREATION DIRECTOR
		DIRECTOR OF CEMETERIES & HISTORIC PROJECTS
		DIRECTOR OF ELDER AFFAIRS
		DIRECTOR OF LIFE ENRICHMENT/VOLUNTEERS
		DIRECTOR OF SOCIAL SERVICES/ADMISSIONS
		FINANCIAL MANAGER - HHS
		PROGRAM MANAGER
		SOCIAL SERVICES PROGRAM MANAGER
	Band C52 (37.5)	ASSISTANT DIRECTOR OF NURSING
		DEVELOPMENT REVIEW SERVICE MANAGER
		DIRECTOR OF SPECIAL PROJECTS
		SURVEY GIS & ARCHIVES MANAGER (H)
		WATER RESOURCES OPERATIONS MANAGER
	Band D61 (37.5)	AIRPORT DEPUTY DIRECTOR OF FINANCE & ADMINISTRATION
		DIRECTOR OF PUBLIC BUILDINGS
		DIRECTOR PUBLIC ASSEMBLY FACILITIES
		EMERGENCY COMMUNICATIONS DIRECTOR
		FLEET MANAGER
		HCD SERVICE DIRECTOR
		LICENSE & HOUSING SAFETY MANAGER
		PARKS MANAGER
		PAYROLL MANAGER
		PERMITTING MANAGER
		PUBLIC WORKS OPERATIONS MANAGER
		RECREATION DIVISION DIRECTOR
		TRANSPORTATION SYSTEM ENGINEER (H)

CITY OF PORTLAND, MAINE
FY23 Non-Union Pay / Classification Plan
Effective 07/03/22

Pay Type	DBM Rating	Position Title
Salaried **	Band D62 (37.5)	AIRPORT DEPUTY DIRECTOR OF ENGINEERING & FACILITIES
		AIRPORT DEPUTY DIRECTOR OF OPERATIONS & MAINTENANCE
		BENEFITS MANAGER
		CHIEF OF STAFF
		CONTROLLER
		DEPUTY DIRECTOR - PLANNING
		ENGINEERING MANAGER (H)
		OCCUPATIONAL HEALTH & SAFETY DIRECTOR
		TREASURER
		WATER RESOURCES MANAGER
	Band D63 (37.5)	DIRECTOR OF NURSING
		PUBLIC HEALTH ADMINISTRATOR
		SOCIAL SERVICES ADMINISTRATOR
	Band D64 (37.5)	DIVISION FIRE CHIEF
		POLICE MAJOR
	Band D65 (37.5)	ASSOCIATE CORPORATE COUNSEL
		NEIGHBORHOOD PROSECUTOR
	Band D72 (37.5)	ASSISTANT AIRPORT DIRECTOR
		ASSISTANT FIRE CHIEF
		ASSISTANT POLICE CHIEF
		DEPUTY DIRECTOR - FINANCE
		DEPUTY DIRECTOR - HEALTH & HUMAN SERVICES
		DEPUTY DIRECTOR - HUMAN RESOURCES
		DEPUTY DIRECTOR - IT
		DEPUTY DIRECTOR - PUBLIC WORKS
		JUSTICE, DIVERSITY, EQUITY AND INCLUSION DIRECTOR
		LONG TERM CARE ADMINISTRATOR
Salaried ***	Band E81 (37.5)	PARKING DIVISION DIRECTOR
		TAX ASSESSOR
		DIRECTOR OF COMMUNICATIONS & DIGITAL SERVICES
	Band E82 (37.5)	DIRECTOR OF PLANNING/DEVELOPMENT
		DIRECTOR OF PERMITTING & INSPECTIONS
		DIRECTOR OF HUMAN RESOURCES
		DIRECTOR OF HOUSING & ECONOMIC DEVELOPMENT
		DIRECTOR OF PARKS & RECREATION
	Band E83 (37.5)	AIRPORT DIRECTOR
		DIRECTOR OF HEALTH & HUMAN SERVICES
		DIRECTOR OF PUBLIC WORKS
		FINANCE DIRECTOR
		FIRE CHIEF
		POLICE CHIEF
	Band E92 (37.5)	DIRECTOR OF IT
		ASSISTANT CITY MANAGER

* Hourly employees and salaried employees, Grades C41-C43, receive one week of vacation plus Earned Paid Leave (EPL).

** Salaried employees, Grades C44 and above, receive two weeks of vacation plus Earned Paid Leave (EPL).

*** Executive Level, Grades E81 and above, receive three weeks of vacation plus Earned Paid Leave (EPL).



PORTLAND, MAINE

SALARY MARKET ANALYSIS STUDY

NOVEMBER 2021

66 Main Street, Suite B
Plymouth, NH 03264

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Portsmouth, NH 03801



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REPORT

PORTLAND, MAINE

SALARY MARKET ANALYSIS STUDY

NOVEMBER 2021

INTRODUCTION

Scope of Services

The City of Portland, Maine engaged Municipal Resources, Inc. (MRI) to conduct a Salary Market Analysis Study encompassing three significant positions. The work will involve salary surveys and analysis, review of job descriptions, some interviews, and other items such as employees supervised. Following an analysis of salary data received, recommendations will be made associated with the pay structure for the positions.

COMPENSATION REVIEW

Study Process

This project included the following steps:

- *Organizational Meetings* with the Mayor to discuss the goals and objectives of the study.
- *Job Analysis Process* which involved reviewing position duties and responsibilities of positions utilizing current job descriptions.
- *Thorough Market Analysis* using comparable organizations, reviewed by city officials and MRI.

- Salary Market data analysis.
- Final preparation of *Report* to the City of Portland.

PROJECT REPORT

Details of the Methodology

In the City of Portland, the evaluation of job descriptions and compensation levels was undertaken for the three positions of City Manager, City Clerk and Corporation Counsel included in the study. At the same time, salary data from similar New England communities to Portland were gathered and analyzed. Results were received and analyzed from eight communities as follows:

Bangor, Maine
Burlington, Vermont
Concord, New Hampshire
Lewiston, Maine
Lynn, Massachusetts
Manchester, New Hampshire
Nashua, New Hampshire
Norwalk, Connecticut

The communities had similar forms of government, population, and budgets. Additional information beyond New England will be discussed pertaining to the City Manager's position.

Market Survey

Municipal Resources, Inc. conducted a thorough salary survey and market analysis to determine the market competitiveness for positions included in this study. To measure the pay rates among competitors for these positions, MRI distributed custom survey documents to comparable communities, identified above. The summary and results of the survey are attached to this report.

All of the comparative data is FY-22 information and detailed on the survey charts. For each position analyzed, data points were collected from the labor market. The data points indicate the amount of salary information for each position surveyed. In some instances: (1) the municipality did not have a comparable position; or (2) the consultant determined that the position was not comparable to the position in the City. MRI used professional discretionary judgment when comparing positions to the comparable data. While this market analysis and information provides the City with benchmark salary data to set the parameters for

compensation decisions, the client must also consider the “uniqueness” of certain positions in the organization. The following is the analysis definitions for the data collected and presented in the charts provided to the City.

- All comparative market data collected is FY-22 salary and wage information.
- Certain salary/wage data collected has been pro-rated to hourly for comparative purposes only. Certain salary/wage data collected has been annualized for comparative purposes only.
- For each position analyzed, data points are collected from the labor market. The **Data Points** indicate the amount of salary information for each position surveyed. In other words, the number of communities that reported data for a particular position.
- In each cell, the top number indicates the minimum salary the community pays, and the bottom number indicates the maximum salary the community pays.
- The **Average** is the sum of the survey readings divided by the number of the municipalities reporting. The **Average** shows the average minimum salary among the comparables over the average maximum salary/wage among the comparables.
- The **Range** shows the lowest minimum salary among the comparable communities and highest maximum salary among the comparables.
- In an array of survey readings, sorted from low to high, this is the reading that is at the mid-point or middle of the data, indicating that 50% of survey participants pay at or below this salary rate. The **Median** shows the midpoint of the minimum salary among the comparable communities and the midpoint of the maximum salary among the comparable communities.
- The **75th Percentile** shows the 75th percentile of minimum and 75th percentile of maximum. The percentile rank looks at the array of data points and gives each data point a percentile rank, where the lowest data point is 0% and the highest data point is 100%. In an array of survey readings, sorted from low to high, this indicates that 75% of the surveyed market pays at or below this salary rate.
- In some instances: (1) the municipality did not have a comparable position; (2) the consultants determined that the position was not comparable; or (3) the information was not made available to the consultants.

- Data was also collected pertaining to employees supervised by positions, hours of work, and case load of legal counsel when available.

Market Data Reports are provided that compare Portland's salary rates to both the Average and the 75th percentile. The City needs to determine what its compensation philosophy will be for these positions. For those more difficult to recruit and retain it should consider moving towards the 75th percentile. Two market data reports are included; one compares the positions to the average and the other compares the positions to the average of those surveyed. The market data indicates that of the three positions analyzed, the City Manager and Corporation Counsel positions are both higher than the 75th percentile and average of the New England market and the City Clerk position is lower.

Analysis of Positions

City Manager – The position of City Manager currently supervises all City Department Heads, including Assistance City Managers and support staff. The position manages the affairs of the City under the direction of the Mayor and City Council, in keeping with the City Charter, ordinances and federal and state laws. The Market Data Report compares the City Manager with some comparable positions in New England States of Maine, New Hampshire, Massachusetts, Vermont, and Connecticut. In addition to reviewing this data from New England, this position may attract candidates from outside New England. Some current vacancies of comparable sized communities were reviewed for this position with the following information:

Plymouth, MA; budget \$260.4M; population 62,000; Salary \$200,000

Turlock, CA; budget 172M; population 73,631; Salary \$172,392 - \$209,544

These are provided to aid the City when it considers recruitment of a new City Manager, as the salary ranges continue to rise for this position, in order to retain qualified candidates. While the current salary is higher than the market, it may warrant a higher range for recruitment for a nation-wide search.

This analysis is based on the current responsibilities of the position. If the City ultimately changes the structure of the position to be more administrative with the Mayor having more authority, the salary should be substantially lower than it currently is.

Corporation Counsel – The position provides professional legal work serving as chief counsel to the City proving legal advice to the City Council, City Manager and City staff on a wide range of issues. It also handles and operates the City's insurance/risk management program and cases. Some of the communities in the market data received also have this responsibility. The position supervises seven employees. Most cases are handled internally by Corporation Counsel,

however outside legal Counsel is utilized on an as needed basis for some cases. The Market Data Report compares the Corporation Counsel with some comparable positions in New England States of Maine, New Hampshire, Massachusetts, Vermont, and Connecticut.

The current salary analyzed is somewhat higher than the New England communities at this time, which is positive for both recruitment and retention, as this position would likely seek individuals that are licensed to practice law in the area. Should additional responsibilities be added to the position in the future, it could impact the current salary. The volume of work for this position has increased, however with the addition of a fourth attorney, this should assist with the activity. At this time, the salary range for the position is appropriate.

City Clerk – The position is an Officer by Charter of the City and serves at the pleasure of the City Council and is the Director of the City Clerk Department. The Clerk is responsible for the administration, supervision, and direction of work in the department as prescribed by federal law, state statute, City Ordinance, and the policies of the City. Responsibilities include overseeing voter registration, elections, business licensing, issuance of state/local licenses and permits, vital records and records of all official acts of the City Council. The Market Data Report compares the Corporation Counsel with some comparable positions in New England States of Maine, New Hampshire, Massachusetts, and Connecticut. The Market Data Report compares the City Clerk with some comparable positions in New England States of Maine, New Hampshire, Massachusetts, Vermont, and Connecticut.

The current salary analyzed indicates that the City Clerk position compares fairly well with the top average pay, however, if the City desires to compensate the position moving more towards the 75th percentile, it is underpaid and could warrant an adjustment.

CONCLUSION

The City of Portland's compensation program for the three positions reviewed is suitable for some of the positions and could be enhanced for others to address recruitment and retention. It is recommended the analysis of the positions be reviewed and the City establish a policy for the level of compensation it desires to pay for these positions. It is noted in the analysis of the City Manager position that if the responsibility level of the position changes in the future as a result of a Charter amendment or other action, that the salary level be adjustment to meet the responsibility level. Since both the city and the labor market are active and subject to constant change, it should not be expected that this analysis will provide solutions to all salary problems, nor will it eliminate the need for mature judgment in the administration of salaries.

Municipal Resources, Inc. has provided the City of Portland with a salary market survey and analysis that should assist with having an unbiased review of data to assist the City.

Please review the attached key documents to this report.

DISCLAIMER

Although every effort has been made to ensure the accuracy and completeness of this report, Municipal Resources, Inc. cannot be responsible for any errors of positions, salaries, and wages of other organizations; positions and salaries are always changing. Nor can we be responsible for the changes in any laws or regulations that may affect the positions studied.

PORTLAND, ME FY22 MARKET DATA REPORT

	Portland, ME	Bangor, ME	Burlington, VT	Concord, NH	Lewiston, ME	Lynn, MA	Manchester, NH	Nashua, NH	Norwalk, CT
Municipal Budget	268.2M	106.9M	209.5M	106.2M	50.1M	225.2M	162.6M	201.6M	188.1M
Municipal & School Budget	394.7M	153.3M	295.9M	205.5M	143.0M	407.0M	335.7M	368.4M	396.6M
Population	67,804	91,500	44,743	43,976	36,409	94,225	115,644	89,355	91,184

Position	Portland, ME	Bangor, ME	Burlington, VT	Concord, NH	Lewiston, ME	Lynn, MA	Manchester, NH	Nashua, NH	Norwalk, CT	Comp Data Points	75th Percentile of Market	Comp Lo-Hi Range	Comp Median	Comp Average	% Higher/Lower than Comp Ave
City or Town Manager	acting 181,079	106,626 143,227	129,000 168,000	191,838 191,838	86,171 126,516	145,000 145,000	Mayor	Mayor	161,393 161,393	6 6	157,295 166,348	86,171 191,838	137,000 153,197	136,671 155,996	13.9%
City or Town Clerk		92,138 92,138	73,000 88,000	88,358 124,821	72,248 106,685	124,989 124,989	82,503 117,600	80,789 106,342	94,775 103,016	8 8	92,797 119,405	72,248 124,989	85,431 106,514	88,600 107,949	-0.6%
Corporation Counsel	acting	87,731	117,000	107,682	None	100,259	108,154	109,065	95,648	7	108,610	87,731	107,682	103,648	
(City or Town Solicitor)	151,442	117,897	142,000	144,768	None	100,259	154,189	143,562	130,885	7	144,165	154,189	142,000	133,366	11.9%

PORTLAND, ME FY22 MARKET DATA REPORT

	Portland, ME	Bangor, ME	Burlington, VT	Concord, NH	Lewiston, ME	Lynn, MA	Manchester, NH	Nashua, NH	Norwalk, CT
Municipal Budget	268.2M	106.9M	209.5M	106.2M	50.1M	225.2M	162.6M	201.6M	188.1M
Municipal & School Budget	394.7M	153.3M	295.9M	205.5M	143.0M	407.0M	335.7M	368.4M	396.6M
Population	67,804	91,500	44,743	43,976	36,409	94,225	115,644	89,355	91,184

Position	Portland, ME	Bangor, ME	Burlington, VT	Concord, NH	Lewiston, ME	Lynn, MA	Manchester, NH	Nashua, NH	Norwalk, CT	Comp Data Points	75th percentile of Market	% Higher/Lower than 75th percentile
City or Town Manager	acting 181,079	106,626 143,227	129,000 168,000	191,838 191,838	86,171 126,516	145,000 145,000	Mayor 117,600	Mayor 106,342	161,393 161,393	6 6	157,295 166,348	8.1%
City or Town Clerk		92,138 92,138	73,000 88,000	88,358 124,821	72,248 106,685	124,989 124,989	82,503 117,600	80,789 106,342	94,775 103,016	8 8	92,797 119,405	-11.3%
Corporation Counsel	acting	87,731	117,000	107,682	None	100,259	108,154	109,065	95,648	7	108,610	
(City or Town Solicitor)	151,442	117,897	142,000	144,768	None	100,259	154,189	143,562	130,885	7	144,165	4.8%

	Portland, ME	Burlington, VT	Concord, NH	Lewiston, ME	Lynn, MA	Manchester, NH	Nashua, NH	Norwalk, CT
Employees Supervised & Hrs Worked								
City or Town Manager	19		15				1	5
Hours worked per year	2,080		2,080	1,950	1,742		2,080	1,958
City or Town Clerk	4		3			12	5	9
Hours worked per year	2,080		2,080	1,950	1,742	2,080	2,080	1,958
Corporation Counsel (City or Town Solicitor)	7		8	NA	1,742	14	5	8
Hours worked per year	\$ 2,080		2,080			2,080	2,080	1,305

Approximate annual number of cases managed by in-house Counsel and number of cases handled by external legal firms.

In-House Caseload							100-200	750
External Caseload							12	50

Does in-house Counsel manage the Municipality's Risk Management program and cases?

Yes							X		
No		X		X				X	X



**City of Portland, Maine
JOB DESCRIPTION**

Class Title:	City Manager	FLSA:	Exempt
Class Grade:	Council Appointee	EEO Category:	Professionals
Date:	February 2022	Risk Code:	8810

Nature of Work

This is the executive position in the City of Portland, responsible for managing all administrative operations and affairs under the policy direction of the Mayor and City Council in keeping with the City Charter, ordinances, and the laws of the State of Maine and of the United States. The Manager advises the Mayor, Council and general public on the current status of all affairs of the City.

The Manager is responsible for hiring, supervising, evaluating and disciplining employees in those positions brought under their authority by the City Charter. The Manager is responsible for the annual preparation of a proposed budget and the administration of the budget, once adopted. The Manager is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments and employees.

The Manager is responsible for identifying service needs and developing and implementing operational solutions. The Manager is expected to offer guidance and advice to elected officials in the development of policy solutions, and is responsible for the implementation of policy mandates established by the Council body.

The Manager is responsible for developing and maintaining strong, productive relationships between the City, Superintendent of Schools, and other governmental and non-governmental organizations that have a stake in the City of Portland, including the various Boards and Commissions of the City.

Supervision Received

Works under the general direction of the Mayor and City Council.

Supervision Exercised

Supervises all City Department Heads, including Assistant City Managers, and their support staff.

Essential Duties and Responsibilities

Carries out the directives of the Mayor and City Council; prepares reports and written recommendations as part of these activities.

Attends meetings of the City Council, and prepares and provides supporting documents and information pertinent to agenda items.

Develops the budget and monitors all financial affairs of the City; works closely with Department Heads in the development of a comprehensive budget and work program.

Evaluates the job performance of all Department Heads and Executive Office staff.

Ensures citizen complaints are handled in a timely and professional manner.

Serves as a member and represents the City on a variety of Boards, Committees, and Commissions.

Develops and implements administrative policies and procedures.

Serves as liaison between the City and the School Department, METRO, Council of Governments, Regional Waste Systems, and the Library.

Represents the City to a variety of outside organizations including, but not limited to, Maine Town and City Management Association, International City Management Association, and Maine Municipal Association.

Performs related work as required.

Requirements of Work

Bachelor's degree in public administration or related field or any equivalent combination of education and experience.

Considerable experience in a responsible managerial position, preferably in local government; strong background in financial management, organizational development, and strong human relations skills.

Thorough knowledge of municipal management, municipal government programs, community problems, and decision-making processes.

Thorough knowledge of municipal financial management and accounting procedures, budgeting and investments.

Working knowledge of State and federal programs and decision-making processes.

Working knowledge of principles of personnel administration and labor relations.

Excellent communication skills.

Proven analytical skills.

Proven experience maintaining positive internal relations and directing, motivating and evaluating staff.

Good organizational and time management skills.

Ability to listen and to accept criticism

Must possess conflict resolution skills and public relations skills.

Demonstrated success working with diverse groups.

Experience and Training Desired

Master's degree in public administration or related field preferred.

Necessary Special Requirements

Must possess a valid Maine Class C driver's license.

Must have and maintain a good driving record.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This position mostly involves light levels of physical activity. Exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently, and/or a negligible amount of force to move objects.

Activity	Frequency	Activity	Frequency
Climbing: Ascending or descending ladders, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.	Rarely if ever	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	Rarely if ever
Stooping: Bending body downward and forward by bending spine at the waist.	Occasionally	Kneeling: Bending legs at knee to come to a rest on knee or knees.	Rarely if ever
Crouching: Bending the body downward and forward by bending leg and spine.	Occasionally	Crawling: Moving about on hands and knees or hands and feet.	Rarely if ever
Reaching: Extending hand(s) and arm(s) in any direction	Occasionally	Standing: Particularly for sustained periods of time.	Occasionally
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	Occasionally	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Rarely if ever
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	Rarely if ever	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.	Occasionally
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers (picking, pinching, typing).	Frequently	Grasping: Applying pressure to an object with the fingers or palm.	Rarely if ever
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Rarely if ever	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Frequently
Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	Frequently	Seeing: The ability to perceive the nature of objects by the eye.	Frequently

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature:		Name (print):	
Title:		Date:	

Received and accepted by

Signature:		Name (print):	
Title:		Date:	

The City of Portland is a drug free work environment and is an equal opportunity and affirmative action employer strongly committed to diversity, equity, and inclusion in its workplace.

CITY MANAGER

CITY OF PORTLAND, MAINE

THE COMMUNITY

Located in the scenic Northeast, the City of Portland is the population, financial, and cultural center of the State of Maine. With a population of 68,313 residents (2021), Portland is a progressive, lively city incorporating the character of yesteryear into a modern urban environment. Historic architecture blends with new; a working waterfront borders the cobblestone streets of Old Portland's vibrant arts district, which is pebbled with five-star gourmet restaurants.

Portland offers world class events at Merrill Auditorium, an AA league professional baseball team, minor league hockey team, and NBA G-League basketball team. Portland residents and visitors alike enjoy miles of trails, parks, and beaches, as well as ski resorts, lakes, and mountains within just a few miles of the city's borders. The Portland Harbor is the heart and soul of this dynamic city, accommodating container ships and luxury cruise ships along with ferries and colorful pleasure boats. Its natural deep water, ice-free harbor is among the best protected on the East Coast. Commercial fleets as well as passenger boats find a welcome refuge here as they enjoy the rare beauty and great opportunities the Portland area provides.

Portland is home to the University of Southern Maine, the University of New England, the Muskie School of Public Policy, the University of Maine Law School, and the Roux Institute of Northeastern University. The Southern Maine Community College System is just a short drive across the Casco Bay Bridge.

Portland has been nationally recognized as one of the Top 10 New England's Best Cities (2012), the Seventh Greenest City (2012), 3rd Best City for Families in the US (2012), and one of the Top 100 places to live in the United States (2010).

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THE ORGANIZATION

The City of Portland operates under a Council-Manager form of government with a nine-member City Council. Each of the city's five voting districts elects one Council member, with an elected Mayor and three at-large members elected by the entire city. The Mayor is elected for a four-year term and Councilors are elected for three-year staggered terms. The City Council provides community leadership and develops policies to guide the city by setting strategic goals, passing ordinances, adopting resolutions, and appointing the City Manager, Corporation Counsel, and City Clerk.

The City Manager oversees the day-to-day operations of the city. They are the Chief Administrative Officer of the city and responsible to the City Council for the administration of all departments. The City Manager prepares the annual budget and presents it to the City Council for approval. In addition, the

City Manager's office directly oversees the City's economic development, waterfront policy, island and community outreach, and communications operations.

The City of Portland is widely recognized as a well-managed, full-service municipality providing valued services to its residents. In fiscal year 2022-23, the City Council approved a General Fund Budget of \$212 million with 1,271 full time employees.

THE POSITION

The City Manager is part of the Executive Department and serves as the chief administrative officer of the city. The Manager's primary responsibilities include providing and maintaining essential city services through the efficient and effective management and operation of the city under the direction of the Mayor and City Council. The City Manager executes the policy direction set by the Mayor and City Council and directs the day-to-day operations of the City through the management of 13 city departments and over 1,200 employees.

The City Manager is responsible for preparing and administering the annual budget approved by the City Council, developing and administering city policies and personnel under their authority, and recommending new policies or programs to the City Council. The City Manager represents the City of Portland, ensuring that citizen complaints are handled professionally and serving as a member and city representative for a variety of boards, organizations, committees, and commissions.

DESIRED CAPABILITIES

The ideal candidate must be able to establish and maintain effective working relationships with elected officials, the city's leadership team and staff, and the community while remaining apolitical. The City Manager will be collaborative, approachable, and a strategic leader that is visible and accessible to the City Council, staff, and to the public. Candidates should possess a record of exceptional leadership and unquestioned personal and professional ethics and be able to use a collaborative and team-oriented approach. They should have the ability to effectively speak in public, write proficiently, and encourage effective communication and transparency throughout the city organization.

The next City Manager will be a strategic and innovative thinker who is collaborative and responsive to all stakeholders and able to bring new ideas and programs to the City Council to better serve the community. They will be diplomatic, honest, and confident to ensure that the community's trust in the city is restored and maintained. They will be a proven and successful leader who upholds Portland's values, leads by example, and inspires respect from the leadership team and staff. Desirable candidates will be experienced in municipal finance and budgeting, with an ability to lead and manage a multi-faced full-service organization.

The next City Manager must be sensitive to the culture of both the organization and community and possess the ability problem solve while remaining focused on innovation and the pursuit of continuous improvement. Candidates with a record of listening to and facilitating compromise and problem solving among competing stakeholder interests will have an advantage. The City Manager will be expected to effectively negotiate on behalf of the city with developers, neighborhood groups, and other governmental and nonprofit agencies. Experience working for a similar sized municipal or county organization or an organization of similar complexity in an executive and management capacity is important.

The selected candidate will be an effective team builder focused on leadership development and

succession planning and should exhibit a collaborative style that is committed to mentoring and developing employees. Skills in organizational development and building a strong leadership team are equally important. The City Manager will have the opportunity to build a strong executive team and having the ability or experience in working with a diverse population or workforce will be an advantage.

LEADERSHIP OPPORTUNITIES

Below is a brief list of opportunities in which the next City Manager will be focused but is not considered all-inclusive:

Organizational Management and Development. The City Manager will fill the senior leadership team positions at the department director level and build a cohesive team through a strong leadership style which comes through vision, trust, respect, effective communication, and relationship building. With over 200 staff openings, the City Manager will ensure the city has a plan to recruit and retain a highly qualified workforce that represents the diversity of the City of Portland.

Climate Action. The City of Portland is collaborating with the City of South Portland to develop a climate action and adaptation plan to reduce community wide greenhouse gas emissions by 80% by 2050 and transition to 100% clean energy for municipal operations by 2040. The Portland City Council approved the One Climate Future Plan in November 2020 and has been working to implement the proposed strategies. To learn more about this plan, please visit: <https://www.oneclimatefuture.org/>.

Improving and Streamlining the Permitting Process. The Permitting and Inspections department is currently implementing improvements to streamline the permitting process. This includes the implementation of an updated version of Energov software and creating policies around new technologies. The City Manager will have the opportunity to work with various departments to improve the permitting processes for residents and customers.

Affordability and Economic Opportunities. The City of Portland has experienced growth and the impacts of tourism. It is working on various development projects to increase access to rental, home ownership, and cooperative housing at all levels of affordability for the unhoused or housing insecure. This continues to challenge city services and staff's ability to respond. The City's economic development approach needs to be clearly defined with benchmarks and regular report updates.

Public Safety Review. The City Manager will provide vision for implementation of changes related to two important work efforts in Portland. In 2021, the City of Portland's Racial Equity Steering Committee completed a review to address the charges outlined in Resolve #1, passed by City Council in July 2020. Work of the RESC can be found at [Racial Equity Steering Committee | Portland, ME - Official Website \(portlandmaine.gov\)](https://portlandmaine.gov/racial-equity-steering-committee). Subsequently, the Police Department requested a report by the University of Southern Maine and Northeastern University to analyze data between 2018 and 2020 (Assessing Arrest & Traffic Stop Patterns in Portland, ME)

EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field, and considerable experience in a responsible managerial position, preferably in local government is required. Experience in municipal management, financial management, accounting procedures, budgeting, and investments is preferred. The ideal candidate should have working knowledge of principles of personnel administration and labor relations. Experience in a union environment is desired.

A master's degree is preferred. The ideal candidate should possess or have the ability to obtain a valid Maine driver's license.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$ to \$, depending on skills and experience plus an annual bonus (subject to approval of a majority of the Councilors), along with excellent qualifying employee benefits including either the Maine Public Employees Retirement System consolidated plan in the City's regular plan, or in the City's qualified 401a defined contribution plan; 100% paid medical employee only coverage subject to completion of wellness activities, automobile allowance, vacation and sick leave accruals and 13.5 paid holidays. Potential for remote/flexible work capability as appropriate. More information on our benefits can be found at [Benefits | Portland, ME - Official Website \(portlandmaine.gov\)](https://portlandmaine.gov/benefits).

APPLICATION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

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This position is open until filled; however, a first review of resumes will occur on **Thursday, February 16, 2022**. Following this date, applications will be screened against criteria outlined in this brochure. The City will consider offering an interview to candidates named as finalists, with reference, background, and academic verification checks conducted after receiving candidates' permission.

Pursuant to state or local laws governing access to public records, all information submitted and associated with an individual's application, including resumes and cover letters, may be subject to public disclosure. For more information, please contact Anne Lewis at anne.lewis@bakertilly.com or 703-923-8214.

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CITY MANAGER

CITY OF PORTLAND, MAINE

First Review of Applications: February 16, 2023



PUBLIC SECTOR EXECUTIVE RECRUITMENT

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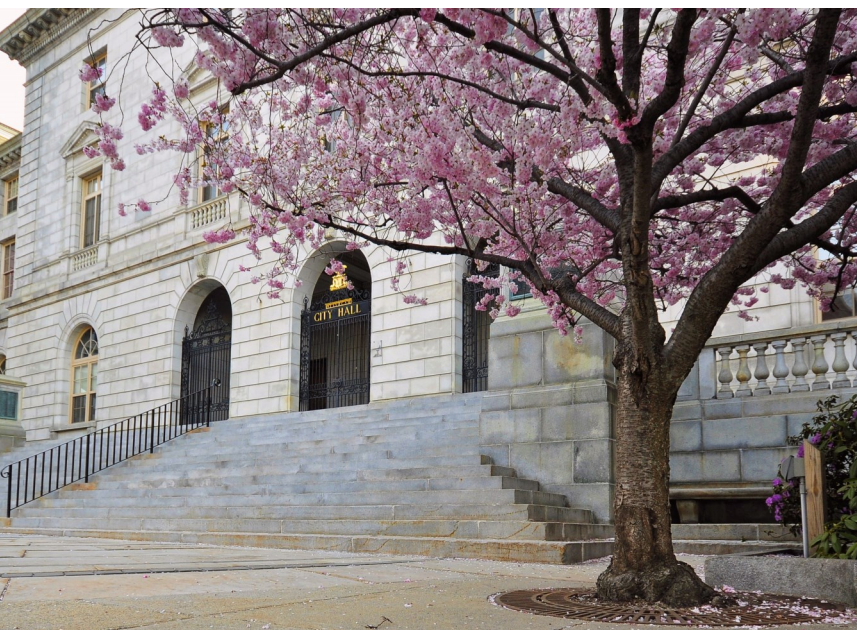


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68,313
Population



\$212M
City Budget



1,271
FTEs

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