



City of Portland City Manager Search Subcommittee Meeting

February 24, 2022 at 8:00 AM via Zoom

1. ZOOM INFO:

- a. This meeting will take place remotely using Zoom.

This meeting will be held remotely pursuant to the Remote Meeting Policy adopted by the City Manager Search Subcommittee and as authorized under 1 M.R.S. 403-B because of the existence of an emergency or urgent issue that requires the committee to meet by remote methods. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live, a recording will be available at portlandmaine.gov/livestream following the meeting.

For public comment, 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/88922869905?pwd=S3pvM2FBZ0VXQW5la1ZVUkczdS9Ddz09](https://portlandmaine.gov.zoom.us/j/88922869905?pwd=S3pvM2FBZ0VXQW5la1ZVUkczdS9Ddz09)

Passcode: 305449

Or One tap mobile :

US: +13017158592,,88922869905#,,,,*305449# or
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Or Telephone:

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8782 or +1 346 248 7799 or +1 669 900 6833

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2. Approve Minutes February 10th meeting
- a. February 10 meeting minutes
3. Public comment on final City Clerk job description
4. Review and finalize revised City Clerk job description
- a. City Clerk Job Description
5. Vote to approve final City Clerk job description
6. Public comment on posting the City Clerk position

7. Review and approve City Clerk job posting
8. Vote on City Clerk job posting
9. Discuss the overall process for reviewing, scoring and finalizing the RFP for the City Manager search
10. New Business (5 minutes)
11. Next Meeting: March 10, 2022
12. Adjournment