



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:

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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

City Manager Search Subcommittee Minutes
February 10, 2022

The February 10, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:04 AM on Zoom.

Mayor Kate Snyder (Chair) Councilor Pious Ali, Councilor Mark Dion, Councilor April Fournier and Tom Caiazzo (Interim Human Resources Director), Kathy Jones (City Clerk) and Jessica Grondin (Communications Director) were present.

Mayor Snyder opened the meeting by explaining that the subcommittee would be taking on the posting and hiring for the City Clerk position as well as the City Manager position. The focus of today's meeting will be on the City Clerk position.

Motion to approve the minutes from the January 13, 2022 meeting. The motion was made by Councilor Dion and seconded by Councilor Fournier. Roll call vote Councilor Ali – yes, Councilor Dion - yes, Councilor Fournier – yes and Mayor Snyder – yes. Motion passed unanimously 4-0.

The City Clerk job description was the focus of the meeting. Mayor Snyder opened public comment on the draft job description. There was no public comment so Mayor Snyder closed public comment and moved back to the subcommittee for discussion.

The revised draft job description was opened for discussion. Kathy Jones, current City Clerk opened the discussion by bringing up the timeframe to gain the appropriate certifications. Kathy thinks that the requirement to acquire the certification within one year should be changed to two years. Mayor Snyder stated that she was open to the change. Other Councilors were also supportive of this change. Kathy Jones explained the requirements for gaining the certifications and how to get a "lifetime" certification. Councilor Dion wanted it noted that there will be a check-in with the newly hired clerk that there will be a review with the person to see how that person is progressing with acquiring the certifications. There should be a mid-year evaluation to ensure progression towards certification requirements. There was consensus that we would change the one-year period to acquire certifications to two years.

Discussion ensued regarding the requirement to be a US citizen. Kathy Jones explained that one has to be a US citizen to take the oath of office. Kathy Jones will find the legal cite for someone to be a US citizen. We will provide clarity around this issue for our next meeting.

The next discussion turned to "Supervision Received" and how that section should be worded. The City Clerk reports to the Mayor and the Council and not necessarily the City Manager. Councilor Fournier expressed concern that the job description does not specify that the Clerk would receive supervision from the Council and annual evaluations. Councilor Dion voiced his concern regarding the phrase "works collaboratively with other Council appointees". Councilor Dion believes this should be a more general statement that the Clerk is expected to work collaboratively with everyone, not just a select few.

subcommittee moved to the next agenda item which is a discussion on the City Clerk selection process. The current job description was included as an attachment to the agenda. Current City Clerk, Kathy Jones was present for the meeting and spoke about the job description as well as requirements of the job. There was a fair amount of discussion regarding the physical requirements of the position. The subcommittee agreed that the job description needed to be revised before the job is posted. Human Resources will work with Kathy Jones and Jessica Grondin to revise the job description and have another draft ready by the next meeting.

The subcommittee next discussed whether or not we would appoint an interim City Clerk or hire a Clerk before Kathy leaves so that the new hire could be mentored by Kathy. Kathy Jones talked about the need for an interim versus hiring someone in time for that person to be mentored. Kathy feels that hiring someone before she leaves would be beneficial. Mayor Snyder feels that we have time to hire a permanent person rather than go the interim route.

Kathy also discussed the two organizations where the job could be posted in order to attract qualified candidates. The two entities are the Maine Town and City Clerks Association and the New England Municipal Clerks Association. Jobs can be posted on both sites. The committee agreed that we can

The job description will be revised and Mayor Snyder suggested that the revised job description be sent out to all committee members via email and well in advance of the next meeting so that if there are suggested changes that they can be made and prepared for the next meeting. It is hoped that we will be able to move quickly at our next meeting to approve the job description and the plan for posting the City Clerk position and then move on to the City Manager discussion.

The subcommittee set the next meeting for February 24, 2022. Agreed to focus the next meeting to finalizing on the City Clerk job description. Public comment will be taken on the City Clerk job description and hiring process.

We will focus the February 24, 2022 meeting on the City Manager RFP submissions.

Motion made to adjourn by Mayor Snyder and seconded by Councilor Ali. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 8:51 AM.



**City of Portland, Maine
JOB DESCRIPTION**

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

Nature of Work

The City Clerk, an Officer by Charter of the City, serves at the pleasure of the City Council and is the Director of the City Clerk's Office. The Clerk is responsible for the administration, supervision and direction of work in the Department of the City Clerk as prescribed by federal law, State statute, City ordinance, and the policies of the City of Portland. Responsibilities include overseeing voter registration, elections, vital records of City residents, and records of all official acts of the City Council.

Supervision Received

The City Clerk works independently and at the direction of the City Council. ~~The City Clerk works collaboratively with the other City Council appointed positions, including the City Manager and Corporation Counsel. Work is reviewed by the City Council and at times in collaboration with the City Manager.~~

Supervision Exercised

Supervises the Vital Records Clerks, Principal Administrative Officer, Election Assistants, Election Administrator, and all front office staff.

Essential Duties and Responsibilities

Establishes policies, programs and projects for the department within the overall policies of the City Council and in collaboration with the City Manager.

Plans, organizes, directs, coordinates and evaluates the programs and services of the department, ensuring policies ~~adhere~~~~are in adherence~~ to State mandates, City ordinances, and federal law when applicable.

Conducts municipal, State, and federal elections consistent with applicable laws, ordinances and policies.

Staffs City Council meetings and assists in preparation of agendas, orders, and related material. Records the votes of Council members and prepares an official record of City Council proceedings. Oversees the permanent storage and retrieval of Council and Board/Committee records.

Supervises the work of employees engaged in the recording, filing, indexing, and issuing of official City documents and vital statistics.

Evaluates the maintenance of all voting records and supervises the integrity of the voting list.

Initiates computerized recordkeeping of Department files.

Serves as staff to the Nominating/Appointments Committee of the City Council and may staff other Council Committees.

Prepares and administers the budgets for the Department.

Confers with City Councilors other City officials and officials of other governmental agencies to discuss current and proposed programs, policies and procedures.

Performs special project work assigned by the Council or City Manager.

Performs related work as required.

Requirements of Work

~~Associates Degree Graduation from a four-year college or university with a bachelor's degree in public or business administration;~~ or any equivalent combination of experience and training which provides the following knowledges, abilities and skills:

Must be a Certified Clerk of Maine ~~and -Certified Municipal Clerk under the International Institute of Municipal Clerks, or obtain both certifications become a Certified Clerk within one year of employment, or be a Certified Municipal Clerk under the International Institute of Municipal Clerks; both preferred.~~

~~Have experience and knowledge in Parliamentary Procedures.~~

Thorough knowledge of the State statutes relating to the duties and responsibilities of City Clerks including voting regulations.

Thorough experience in public management and administration including supervisory experience.

~~Must have a high level of computer proficiency and familiarity with web-based technical software applications. Experience using a personal computer.~~ Must be proficient in Microsoft Office software and Google G-Suite applications, ~~as well as the nd the ability to learn the City's databases/software for agenda management and Boards and Commissions and Elections.~~ The ideal candidate will demonstrate a commitment to using digital tools and services to increase civic engagement.

Ability to interpret municipal ordinances such as ~~the City's Code and Charter, Elections, Boards and Commissions~~licensing, specifically pertaining to the administration of the office of the City Clerk.

Ability to propose changes and testify on issues that pertain to the duties of the City Clerk Department.

Demonstrated ability to work with a diverse population. ~~Ability to speak with the public and media.~~

Ability to establish and maintain effective working relationships with the City Councilors and other City officials, employees and the general public.

Must be able to work extended hours.

Must be able to carry voting equipment, ~~ballots, and to be able to climb ladders to retrieve~~ retrieve each vital records ~~high and low~~ and ~~the ability~~ have the visual acuity to research records.

Necessary Special Requirements

Must ~~have the ability to travel within the City during elections and at other times, and within the state for conferences, to provide legislative testimony, and similar events.~~ possess valid Maine Class C driver's license. ¶

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~~Must have personal vehicle available for work use.~~

Must be a United States citizen.

Experience in working with ranked choice voting is a plus.

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 sedentary levels of physical activity. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.	Occasionally	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.