



City of Portland City Manager Search Subcommittee Meeting

March 24, 2022 at 8:00 AM via Zoom

1. ZOOM INFO:

- a. 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.

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2. Approve Minutes of previous meeting
 - a. Minutes from March 10, 2022 meeting
3. Update on City Clerk Job Posting
 - a. Backup material - interview questions and selection criteria
4. Continue Review Process of RFP proposals
5. Establish Next Two Meeting Dates
6. Develop agenda for next meeting
7. New Business (5 minutes)
8. Adjournment

City Manager Search Subcommittee Minutes
March 10, 2022

The March 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 Mark Dion, Councilor Fournier, Tom Caiazzo (Deputy Human Resources Director), Samantha Chapin (Procurement) and Jessica Grondin (Communications Director) were present. Councilor Pious Ali was running late to the meeting.

The Mayor went through the agenda and how the meeting will proceed.

Motion to approve the minutes from the February 24, 2022 meeting. The motion was made by Councilor Fournier and seconded by Councilor Dion. Councilor Ali joined the meeting at this time. The Mayor noted that there was no public comment on the previous minutes. Roll call vote Councilor Fournier – yes, Councilor Ali – yes, Councilor Dion - yes, and Mayor Snyder – yes. Motion passed unanimously 4-0.

The City Clerk job posting was updated by Tom Caiazzo who explained the different sites where the job was posted. The position was posted on Friday, March 4, 2022. The job will be posted for thirty (30) days from the date of posting. Another update will be given at the next meeting.

The subcommittee moved on to the next agenda item to discuss the overall process for reviewing, scoring and finalizing the RFP to select the firm to run the search for the next City Manager.

Sam Chapin (Procurement) explained that we would review the five proposals today. The subcommittee will be evaluating each of the five proposals against the evaluation criteria. The criterion for each applicant will be scored and depending on how the scores settle out, all of the individual scores will be tallied into a total score for each proposal. After that a decision will be made as to whether or not the group wants to bring any firms back for interviews and reevaluate them based off the interviews and hopefully award the contract to one of the firms.

The firms will be discussed today in a public forum. Each subcommittee member will score the 5 proposals based on the evaluation criteria on their own after the discussion today.

The subcommittee discussed the proposals and stated what they liked about each of the proposals. Sam Chapin reminded the subcommittee that an award must be made within ninety days of when the RFP went out. If an award is not made within that timeframe, we would then have to go out for bid again. Sam further explained that she would like to get all of the score sheets back by Monday, March 21, 2022 so she can tally them and have them ready for the March 24, 2022 meeting. Next steps would be to decide if the subcommittee wants to conduct interviews and if so, to come up with a handful of questions for the firms being interviewed. Procurement would send out the questions to each firm to be interviewed.

The subcommittee set the next meeting for March 24, 2022. We will focus the March 24, 2022 meeting on the scores for each proposal based on the individual scoring sheets

Motion made to adjourn by Councilor Ali and seconded by Councilor Fournier. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 8:31 AM.

Possible Questions and/or areas of discussion for City Clerk Applicants

Why are you interested in this position?

Do you have experience reporting to multiple supervisors?

What experience do you have working with members of the Press?

How would you describe your management style?

Do you have experience supervising unionized employees or working with a union?

Have you ever had to implement a policy from your supervisor that was counter to your personal beliefs?

Describe your communication style.

Describe an encounter you have experienced in the recent past that did not go well. Looking back, how would you have handled it differently or would you?

Please give an example of when you have gone over and above to deliver outstanding customer service.

How would you handle a complaint about one of your employees?

What experience do you have in producing a departmental budget?

What experience do you have with maintaining databases and record maintenance?

What is the most difficult technical issue that you have had to explain to someone who has little or no understanding of the matter?

Explain what the following statement means to you: perception is reality.

Have you worked where you were a member/leader of a team? If so, please explain your role and your philosophy about being a team player.

Please give examples of deadlines you have faced and how you meet multiple deadlines with minimal assistance from others.

Please give examples of when multiple and small details have been critical to a task you were performing.

What is the most difficult and stressful situation you have encountered in a position, and how did you handle it?

What would your current or most recent supervisor say are your strengths? Weaknesses?

Have you received any special recognition for a job well done? If so, please explain.

How would your co-workers describe you?

This position requires your attendance at several night meetings per month, and during elections, you may work every night as well as some Saturdays leading up to an election. Are you willing to make the time commitment required for this position?

Have you ever testified before a legislative body? What is your presentation style and how comfortable are you speaking in front of a room full of citizens and members of the Press?

Have you ever been in a position where you were often exposed to confidential information?

When you need to de-stress, what do you do to relax and "get away from it all?"

City Clerk Selection Criteria

Essential Duties and Responsibilities

- Ability to establish policies, programs and projects for the department within the overall policies of the City Council and in collaboration with the City Manager.
- Ability to plan, organize, direct, coordinate and evaluate the programs and services of the department, ensuring policies adhere to State mandates, City ordinances, and federal law when applicable.
- Ability to conduct municipal, State, and federal elections consistent with applicable laws, ordinances and policies.
- Ability to staff City Council meetings and assist in preparation of agendas, orders, and related material. Record the votes of Council members and prepare an official record of City Council proceedings. Oversee the permanent storage and retrieval of Council and Board/Committee records.
- Ability to supervise the work of employees engaged in the recording, filing, indexing, and issuing of official City documents and vital statistics.
- Ability to evaluate the maintenance of all voting records and supervise the integrity of the voting list. Initiate computerized recordkeeping of Department files.
- Ability to serve as staff to the Nominating/Appointments Committee of the City Council and may staff other Council Committees.
- Ability to prepare and administer the budgets for the Department.
- Ability to confer with City Councilors, other City officials and officials of other governmental agencies to discuss current and proposed programs, policies and procedures.
- Ability to perform special project work assigned by the Council or City Manager.

Requirements of Work

- Associates Degree 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 within two years of employment.
- Must have experience and knowledge in Parliamentary Procedures.
- Must possess thorough knowledge of the State statutes relating to the duties and responsibilities of City Clerks including voting regulations.
- Must possess 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. Must be proficient in Microsoft Office software and Google G-Suite applications, as well as 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.
- Must have the ability to interpret municipal ordinances such as the City's Code and Charter, Elections, Boards and Commissions, specifically pertaining to the administration of the office of the City Clerk.
- Must have the 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.

- Must have the 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 including Saturdays and Sundays leading up to the day of election.
- Must be able to carry voting equipment, ballots, and to be able to climb ladders to retrieve vital records.
- Must have the ability 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 other similar events
- Must be a United States citizen and a resident of Maine.
- Experience in working with ranked choice voting is a plus.