

## Town Manager Search Committee 2023

Town of Hartford, VT

The appointed Town Manager Search Committee (“Committee”) shall be responsible for assisting and advising the Selectboard in the search for a new Town Manager.

The ultimate hiring decision will be made solely by the Selectboard. The deadline for applications to serve on the committee is February 27, 2023. Applications will be considered and appointments made by the Hartford Selectboard on Monday, March 6, 2023.

### MEMBERSHIP

The Committee shall consist of 9 members appointed by the Selectboard, including one member of the Selectboard and one employee of the Town of Hartford. The members of the Committee shall be residents of Hartford, except for the Town of Hartford employee who may be a non-resident. The Town of Hartford employee and the Selectboard member will both serve as non-voting members. The Committee shall designate a Chair and Vice Chair by vote of the members.

### DUTIES

The duties of the Committee shall include:

- (a) Reviewing a draft Town Manager position description and making changes if necessary
- (b) Identifying critical issues that the Town Manager is likely to encounter over the next five years and considering these issues as it assesses candidate qualifications
- (c) Advertising the job posting for the Town Manager giving consideration to multiple advertising resources
- (d) Providing regular updates on progress to the Selectboard
- (e) Identifying and implementing ways to receive feedback from the Hartford community
- (f) Reviewing candidate resumes and other application materials

(g) Conducting interviews of candidates

(h) Preparing a final list of candidates and submitting a written report of its final recommendations to the Selectboard

(i) The committee shall adhere to the town's purchasing policy for all proposed expenditures

## TERM

The Town Manager Search Committee shall be dissolved once the Town of Hartford has entered into an employment agreement with a candidate.

## STATUTORY REQUIREMENTS

The Committee shall operate in accordance Vermont law and the Ordinances and Policies of the Town of Hartford. All meetings will be warned and open to the public and the minutes of these meetings will be recorded and posted in accordance with Vermont's Open Meeting Law.

Approved by the Hartford Selectboard February 7, 2023