

## Lakesite City Manager Interview - Commission

**Candidate:**

**Date:**

- 1) Welcome! We have reviewed your resume. Is there anything else you would like to tell us about yourself?
  
- 2) Tell us about Lakesite and what drew you to apply. 1 2 3 4 5
  
- 3) What is the largest governmental budget you have been responsible for? How do you typically work through the budgeting process with your staff and board? 1 2 3 4 5
  
- 4) What success have you had in locating, writing, and attaining grants for various projects? 1 2 3 4 5
  
- 5) Describe your approach when dealing with personnel problems. 1 2 3 4 5
  
- 6) Was there ever a time there was a widespread problem in a department with a particular group of employees? If so, how did you resolve the issue? 1 2 3 4 5
  
- 7) How would you build rapport and trust with the staff that work for you? 1 2 3 4 5
  
- 8) Describe your experience in training or motivating employees? 1 2 3 4 5

- 9) Tell us about a time when you employed creative problem-solving skills to solve an administrative problem. Be specific. What did you do? 1 2 3 4 5
- 10) What type of reports do you provide for elected officials and staff and with what frequency? 1 2 3 4 5
- 11) In your opinion what does successful communication between the city manager and the commission look like? 1 2 3 4 5
- 12) How would you handle it if an individual commissioner asked you to perform a task that was not approved by the entire commission? 1 2 3 4 5
- 13) Tell us of a difficult customer service experience that you recently had to handle – perhaps an angry or irate citizen. Be specific and tell what you did and what was the outcome. 1 2 3 4 5
- 14) Describe your approach to continuing education and how you keep up to date with the latest in professional training for both yourself and your employees. 1 2 3 4 5
- 15) Describe actions you have initiated and taken that were unpopular with segments of the City. What did you do to come to an understanding with these individuals or groups regarding these actions? 1 2 3 4 5
- 16) To what extent do you believe communication with citizens and citizen groups is important? How did you typically handle this responsibility in your current and previous positions? 1 2 3 4 5

17) Describe a time you had to deliver bad news about a project. How did you address any potential missteps or errors either on your part or the part of others and how did you address responsibility? 1 2 3 4 5

18) Describe your experience with improving technology and social media presence in your current or past city. 1 2 3 4 5

19) Describe your experience with strategic and long-range planning processes. 1 2 3 4 5

20) Describe your experience with economic development. What role have you played in it in your current or a previous city? 1 2 3 4 5

21) Describe your experience with community or neighborhood revitalization. What role have you played in it in your current or previous city? 1 2 3 4 5

22) What would you hope to accomplish in your first year if chosen as the City Manager of Lakesite? 1 2 3 4 5