

City Manager Interview Questions

Applicant Name:

Scoring Scale: 0-3 [0 = Did not meet expectation; 1 = Partially meets expectation; 2 = Meets expectation; 3 = Exceeds expectation]

1. What particular skills or experiences make you the best match to be the City Manager?
2. What aspects of your previous/current position did you find the most professionally challenging?
3. How do you encourage, motivate and develop staff and what ways have you found to promote morale?
4. Tell us about the most difficult management decision you have had to make in the past? How did it work out and what would you have done differently?
5. Tell us about your experience creating, administering, and implementing policies, charter provisions, and ordinances?
6. Please describe your experience with budgeting and financial management?
7. Please describe your experience with strategic planning?
8. With continuing fiscal constraints, what do you believe are the keys to cities managing increased demands for services?
9. How would you establish credibility and build trust with elected officials, department directors, staff, and citizens if hired as the City Manager?
10. What would we learn about you if we contacted citizens from your current and most recent community?
11. From your current vantage point, what do you perceive to be the opportunities and challenges facing the City of Lake City now and in the future?
12. If you became the new City Manager, what do you believe would be your greatest resources to help you transition into the position?

Applicant Name:

Scoring Scale: 0-3

[0 = Did not meet expectation; 1 = Partially meets expectation; 2 = Meets expectation; 3 = Exceeds expectation]

Presentation Skills

1. Leadership - personal style appropriate for this position; “big picture” viewpoint.
2. Interpersonal skills - people skills and social intelligence appropriate for the dynamics of the staff and citizens of the City.
3. Oral communications - clear and effective communicator, presents well-organized, logical flow of thoughts and information.
4. Organizational fit - management style and approach compatible with the City’s needs.

Total score from interview questions: _____

+

Total score from presentation skills: _____

GRAND TOTAL SCORE: _____

**If top two candidates have equal scores Veteran’s get preference.
5 points for Veteran; 10 points for disabled veteran. Confirm with HR.