

Interview Questions

Lathrup Village City Administrator Position

Candidate Name: _____

Interviewer: _____

1. Can you briefly describe your employment history and qualifications and how those prepared you to serve as the next city administrator for the City of Lathrup Village? Tell us about your current position and the status of the community.
2. What is your philosophy regarding community engagement and keeping residents informed regarding critical issues related to the community? Please provide examples.
3. What is your view on equity versus equality in your role as city administrator? What steps will you take to ensure both are a priority within your administration?
4. In your view, are director perspectives more important/valuable than their subordinates? Please explain. How do you make room for dissenting opinions or views among your leadership?
5. Sometimes there is strife in the workplace which creates a toxic environment that is clearly unproductive. As our city administrator, how would you address this type of situation?
6. Sometimes, in-groups vs. out-groups are formed within an organization. What actions would you take to discourage this from taking place?

7. How much do you know about the City of Lathrup Village; its strengths and challenges?
8. Please describe your management style and your approach working with city staff and members of the city council.
9. Please describe a major accomplishment you were directly involved with in your current or most recent position.
10. Different people respond to information in different ways. Describe a situation that required you to communicate with a diverse group. How were they diverse? How did you adapt the information to the needs of the individuals?
11. Can you share an example of a decision you made upholding policy or regulation that you knew would be unpopular with your superiors in the organization? Describe the decision you had to make and what you had to do to prepare for any fall-out.
12. Describe a time when you failed in a leadership role and the lesson you learned? Did you implement changes?
13. If you are appointed city administrator, what is your plan for the first 180 days?
14. Why are you interested in this position and why should you be selected over other candidates for the position?

Additional Questions if Time Permits

15. What is your experience in the area of budget and finance? Have you been involved directly in the mechanics of budgeting, budget presentations at meetings and monitoring the budget? Please describe

16. Please describe your experience in the areas stated below. What is the extent of your experience and did it cover the following?

- Personnel and Labor Relations
- Diversity ,Equity, and Inclusion
- Intergovernmental Relations
- Community and Economic Development

17. The city administrator position requires you to respond to many requests in a short period of time. How do you ensure promptness, accuracy and courtesy under these conditions? What specifically do you do

18. What do you think will be the most important part of your job?

19. Tell us about your role in dealing with the media? (Follow-up) What is your philosophy communicating with the community using social media

TOTAL POINTS: _____

