

Interview Questions

Lathrup Village City Administrator Position

Candidate Name: _____

Interviewer: _____

1. Tell us about your employment history and professional qualifications. How have they prepared you to meet the challenges of serving as City Administrator for the City of Lathrup Village? Is there anything you would like to tell us about your qualifications that you have not already sent us?
2. What is your philosophy regarding community engagement and keeping residents informed regarding critical issues related to the community? Please provide examples of how your philosophy is implemented within your most recent position.
3. How well do you understand how the City of Lathrup Village operates as an organization? What do you know about the city? Please explain.
4. 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?
5. 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.
6. 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 your involvement in detail.

7. Please describe your experience in the areas stated below. What is the extent of your experience and did it cover the following?
- Supervision of Staff
 - Personnel and Labor Relations
 - Grant Application and Administration
 - Intergovernmental Relations
 - Public Works
 - Information Technology
8. The City Administrator position requires you to respond to many requests in a short period of time. How do you assure promptness, accuracy and courtesy under these conditions? What specifically do you do?
9. Please describe your experience in the area of economic development and share examples of projects or initiatives you were directly involved with in this area.
10. Why are you interested in this position and why should you be considered over other candidates?
11. Tell us about your most current position in city management and the status of the city.
12. Please describe a major accomplishment you were directly involved with in your current or most recent position.
13. Please describe your management philosophy and leadership style and how you would apply both in dealing with employees.
14. Tell us about your role in dealing with the media? (Follow-up) What is your philosophy communicating with the community using social media?
15. Please describe your communication style in detail and specifically, how you will communicate and keep the Mayor and City Council informed.

16. In your opinion, what role should the City Administrator have with the City Council? City staff? With the Community?

TOTAL POINTS: _____