



## *Public Administration Associates, LLC*

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### **City of Two Rivers Manager Assessment**

Please indicate your assessment of the **five most important** areas of experience and personal qualities that the next Two Rivers City Manager should possess.

**Experience in Certain City Government Functions:** (indicate the five most important ranking with one (1) as most important and five (5) as least important of the five identified)

- ☐ Budget Development and Management
- ☐ Capital Improvement Planning and Execution
- ☐ Commercial Development/Redevelopment
- ☐ Community Engagement
- ☐ Community Growth Management
- ☐ Community Planning (incl. Land Use and Zoning)
- ☐ Community Marketing
- ☐ Contract Management
- ☐ Downtown Development/Redevelopment
- ☐ Elections
- ☐ Economic Development
- ☐ Environmental Stewardship/Sustainability
- ☐ Governmental Accounting
- ☐ Grant Writing (County, State and Federal)
- ☐ Human Resources (Pay, Performance and General Personnel Management)
- ☐ Information Technology/Social Media
- ☐ Intergovernmental Relations
- ☐ Legal
- ☐ Organizational Change and Development
- ☐ Parks/Open Space/Trail Development
- ☐ Project Management
- ☐ Public Safety
- ☐ Public Works and Engineering Management
- ☐ Strategic Community Planning
- ☐ Utilities Management
- ☐ Tourism Development/Promotion
- ☐ Waterfront Development
- ☐ Other

**Personal Qualities:** (indicate the five most important by ranking with one (1) as most important and five (5) as least important of the five identified)

- ☐ Collaborative Style in Carrying out Governing Body Policies
- ☐ Conflict Resolution/Negotiation Skills
- ☐ Dynamic Leadership Skills
- ☐ Emotional Intelligence
- ☐ History of Stable Tenures in Previous Positions
- ☐ Humility
- ☐ Innovative (Thinks Outside the Box)
- ☐ Integrity (Personal and Professional)
- ☐ International City/County Manager Certification (ICMA-CM)
- ☐ Listening Skills (Seeking to Understand rather than Respond)
- ☐ Open and Positive Communication Skills (Public Marketing and Relations)
- ☐ Strong Work Ethic (Commitment to Public Service)
- ☐ Team Builder and Leader in Addressing Community Issues/Problems
- ☐ Verifiable Record of Organizational Accomplishments in Past Employment
- ☐ Vision (Ability to See the Big Picture and Lead Organization Forward)
- ☐ Works Harmoniously with Elected Officials (including other governmental entities)
- ☐ Other

Comments:


Please List the Top Five Challenges or Opportunities (In Your Opinion) for the Next Two Rivers City Manager

1.	
2.	
3.	
4.	
5.	

**Thank you for your input! This assessment tool will be used in developing the position announcement for the Two Rivers City Manager as well as the position profile that will be used in the recruitment phase of the search process.**