

BEMIDJI CITY COUNCIL

Work Session Agenda

Monday, February 9, 2015

**City Hall
Council Chambers
5:30 P.M.**



1. CALL TO ORDER / ROLL CALL

2. CITY MANAGER SELECTION PROCESS NEXT STEPS
 - a) Who does the Council want to interview (how many)? Advise a minimum of five.
 - b) Who does the Council want involved in the interview?
 - c) When does the Council want to schedule the interviews?
 - d) Other related details and action steps that Springsted will do with the candidates.

3. Consider letter of recommendation for the shooting sports center grant

4. ADJOURN

RECONVENE AT NORTHERN TOWN HALL

NOTE: All cellular telephones, pagers and BlackBerry devices to be switched to a non-audible function during Council and Committee meetings.

Oakdale, Minnesota
City Administrator Interviews
Presentation Scenario
January 26, 2015

Background

The incoming City Administrator has a unique opportunity to step into a position that will offer many exciting professional challenges. These challenges include priorities inside city government and throughout our community with great development potential. One of the first responsibilities of the new administrator is to become a value-added leader within the city and community. This is an important priority early in the tenure of the administrator. As has been stated often, we have high hopes and expectations for the successful candidate and we look forward to your role in securing our long term future.

Scenario

The topic for the scenario is transportation. It is well established that the future of Oakdale (similar to many communities) includes addressing transportation needs throughout our city including rapid transit along the southern edge of Oakdale, along Highway 94, and the northern part of Oakdale along Highway 36. We anticipate a comprehensive approach to address our transportation needs requiring creative solutions, legislative involvement, commitment from the City Council and staff and active participation by the citizens and community stakeholders. The future of our residential and commercial development will be impacted by our decisions and investments we make in transportation.

Assignment

You have been in the position for six months and have spent a considerable amount of time listening, learning and studying the past, present and future transportation and development patterns in our city. You spent considerable time with the staff and many other interested stakeholders. The City Council wants you to make a brief presentation on the importance of transportation and what the major policy challenges will be in the next three to five years. The Council has scheduled a work session prior to a regular meeting in order to give you an opportunity to present your thoughts on this subject. The Council has asked you to prepare a 10 minute briefing which: 1) summarizes the process you undertook to prepare your presentation; and 2) summarizes your ideas and what you have learned about transportation in Oakdale.

The purpose of this briefing is to see how you approach this task, develop your ideas, organize your thoughts and present your position. Although the topic is legitimate the larger purpose of this task is to determine how you approach the assignment. As we all know transportation and development is complex and we have reasonable expectations of what you may know at this time.

In order to make the briefing efficient, we ask that you prepare a two page (maximum) outline of your briefing. We want to keep this informal, so we will not use any formal Ppt technology. Please bring eight copies of any outline to pass out to the Council. If you have any questions, please contact Dave Unmacht at 651-223-3047. After each presentation, the City Council will engage in a follow-up discussion with you.

Semi-Finalist – Name

What intrigues you the most about this position? What drives your motivation and interest in applying?

Based on your research what do you believe are the biggest issues facing the City? What homework, research or study have you completed on the City so far?

The City Council understands that the new City Administrator will have a transition period, yet there is a lot going on and expectations are high. How will you get up to speed on what is going on so you can add value shortly after you begin working?

As you know the City has a reputation for being well run and stable. This is a result of hard work by many people built up over time. If you determine that change is needed, how will you go about introducing change into the City's workplace?

You have a lot of experience in local government. What, in your opinion, are your top three strengths that you will bring to this position? In what areas do you need to increase or develop your skills?

How would your current (or most recent) direct reports and/or department heads describe your communication style; what will they say are your strengths and what would they say are areas you need to improve?

What three qualities or attributes succinctly define and describe who you are?

A City Administrator position can be a stressful job; how do you find balance in your work and life?

Are you applying for any other positions; is the City competing against anyone else for your services?

Are you aware of the salary range? Given that, do you anticipate any issues with negotiating an agreement with the City?

What considerations if any could influence your decision to accept a job offer if you are successful in this process?

What is your availability to start if offered the position?

Do you have anything in your background that will be an issue for yourself or the City if discovered in a background check?

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