



**City Manager Search Committee  
Remote Meeting  
Monday, May 10, 2021, at 5 PM**

Attend online: <https://zoom.us/j/94504486151>

Attend by phone: 1 646 558 8656

Webinar ID: 945 0448 6151

**I. Call to Order**

**II. Public Comment**

**III. Approve Previous Meeting Minutes**

[https://winooskivt.gov/AgendaCenter/ViewFile/Minutes/\\_04262021-791](https://winooskivt.gov/AgendaCenter/ViewFile/Minutes/_04262021-791)

**IV. Interview Questions Review & Discussion**

Documents:

[Draft Interview Questions - City Manager.pdf](#)

**V. Interview Scheduling Process/Logistics**

**VI. Check-in About Next Steps**

**VII. Adjourn**

**Winooski City Manager Search Committee**  
**DRAFT Interview Questions**

For discussion at May 10, 2021 Search Committee Meeting

This is a bank of questions derived from our previous discussion on qualifications and skills, and the ICMA hiring practices. Our goal is to select up to 10 questions to ask candidates, including 1-2 that we share in advance for candidates to respond to in writing. You will find a bank of questions organized by category, followed by options for written response. Some questions are included in both the categorized question bank and the possible written response questions.

**Equity, Inclusion, Culture**

1. Can you tell us about a time that you had particular success in building an equitable and inclusive team or when you faced an obstacle in doing that? What happened and how did you approach it?
2. To what extent have you worked on teams with diversity of race, gender, socioeconomic status, and sexual orientation? What have you learned from those experiences?
3. Please describe work you have done in communities to address systemic oppression, inequities and/or racism.
4. What is your approach/philosophy when it comes to conflict?
5. What are some policies and systems that inhibit equal access to resources at the municipal level? How would you address these through policy change?

**General & City Manager Role**

1. What do you think are some of the biggest challenges facing the Winooski community?
2. How would you approach learning about Winooski's history with various political, social and economic issues?
3. Please briefly describe your work experience and how it relates to the City Manager position for the City of Winooski.
4. If you were hired for this role, what steps would you take first to orient yourself to the community's needs?
5. What role does the City Manager play in relation to the City Council and the community, and what role does the council lay dealing with the City Manager and the administration?
6. How would you reimagine public safety?
7. How can a City Manager foster innovation and use technology to improve the delivery of municipal services?
8. Is it more important to focus on city operations or public relations? Please explain your response.
9. Please describe your experience working with regional partnerships.



### **Leadership and Management**

1. How would you describe your leadership and management styles?
2. How do you encourage and motivate your staff?
3. What is the best way for a City Manager to deal with an angry constituent?
4. What is your experience dealing with the interaction between state government, state agencies and municipalities?
5. How do you foster a safe environment for staff to take risks and/or show initiative?
6. Please describe your approach to working with a leadership/staff team that has a variety of work styles and competencies.

### **Financial and Risk Management**

1. Please describe the most successful capital improvement project you were responsible for and what made it successful?
2. Have you reviewed Winooski's annual budget and/or annual report? If so, what is your impression of Winooski's financial condition?
3. How has the pandemic changed financial and risk management operations for municipalities? How can cities learn from this experience to approach risk in the future?

### **Possible Written Interview Questions**

1. Please briefly describe your experience overseeing the following municipal functions:
  - Economic development/redevelopment
  - Land Use Planning and Zoning
  - Tax increment financing
  - Business attraction, assistance and retention programs
  - Code enforcement, inspection and housing quality
  - Municipal facilities expansion—in particular, water and wastewater utility management
  - Labor relations and collective bargaining
2. What experience have you had in dealing with
  - Councils of government/intergovernmental agencies?
  - County government?
  - Schools?
  - State agencies?
  - Federal agencies?
  - State legislature?



3. Please describe work you have done in communities to address systemic oppression, inequities and/or racism.
4. What are some policies and systems that inhibit equal access to resources at the municipal level? How would you address these through policy change?
5. How would you reimagine public safety?

