Friday, January 27, 2012 Panel Interviews - Siskiyou and Lithia Rooms (51 Winburn Way)

*All Panelists report to the Siskiyou Room at 8:30 AM for briefing and instruction

Panel A – Siskiyou Room	Panel B –Lithia Room
 John Stromberg, Mayor Carol Voisin, Ashland City Councilor David Chapman, Ashland City Council Greg Lemhouse, Ashland City Councilor David Lohman, City Attorney Joanne Eggers, Parks Commissioner Brian Almquist, Former City Administrator 	 Russ Silbiger, Ashland City Council Mike Morris, Ashland City Council Dennis Slattery, Ashland City Councilor Barbara Christensen, Ashland City Recorder Paul Nicholson, Executive Director OSF Dee Anne Everson, Citizens Budget Committee Pam Marsh, Planning Commission
9:00 AM – 10:00 AM Dave Kanner	9:00 AM – 10:00 AM – John Clark
10:00 AM – 11:00 AM – John Clark	10:00 AM – 11:00 AM – Dave Kanner
11:00 AM – Noon – Kelly Madding	11:00 AM – Noon – Phil Messina
LUNCH (Provided for Panelists)	LUNCH (Provided for Panelists)
1:00 PM – 2:00 PM - Phil Messina	1:00 PM – 2:00 PM - Kelly Madding
2:00 PM – 3:00 PM - Ronald Chandler	2:00 PM – 3:00 PM - Tom Odom
3:00 PM – 4:00 PM - Tom Odom	3:00 PM - 4:00 PM - Ronald Chandler

Council will adjourn to Executive Session to discuss candidates with Council, and Panelists. (Siskiyou Room)

Saturday, January 28, 2012 Starting at 10:00 AM - Second Interview with top candidate(s) Siskiyou Room (51 Winburn Way)

Ashland City Administrator Evaluation Criteria

	Dimension	E	valua	ition :	Scale
. Visi	on				
•	Knowledge and understanding of the current issues, culture and trends within the community and how they may affect the community in the future	1	2	3	4
. Ехр	erience				
•	Knowledge of Police operations and issues	1	2	3	4
•	Knowledge of Fire operations and issues	1	2	3	4
•	Knowledge of Public Works operations and issues	1	2	3	4
•	Knowledge of municipal finance and budgeting	1	2	3	4
•	Knowledge of Community Development operations and issues	1	2	3	4
•	Knowledge of City utilities including water, sewer, storm drain, electric and broadband services	1	2	3	4
•	Knowledge of Economic Development and Urban Renewal	1	2	3	4
•	Experience of General Administrative Oversight and Direction of Capital Projects	1	2	3	4
•	Understanding of state, regional and local politics	1	2	3	4
•	Ability to utilize political acumen without being political	1	2	3	4
•	Knowledge of tourism and tourism impacts to community and City services	1	2	3	4
•	Understanding of policy formulation and implementation	1	2	3	4
Los	ndership				
• Lec	Ability to present ideas in a clear and persuasive way	1	2	3	4
	Leadership style which is collaborative, inclusive and action oriented	1	2	3	4
•	Ability to work with diverse citizens groups	1		3	4
•	Ability to direct, supervise and evaluate staff	1		3	4
•	Ability to interact and provide guidance to City Council	1		3	4
•	Ability to interact and provide administrative guidance to Mayor	1	2	3	4
•	Demonstrate team building and team oriented management style	1	2	3	4
•	Ability to respond appropriately to change and adapt to new information and changes	1	2	3	4
•	Ability to understand and manage the often conflicting financial pressures	1	2	3	4
	of a complex, multi-departmental public agency				

4. Communication				
Ability to communicate effectively verbally and in writing	1	2	3	4
Ability to utilize active listening skills	1	2	3	4
5. Self Management				
Candidates responses and interview presence	1	2	3	4
 Candidates responses and interview presence Candidates tone and inflection were appropriate 	1	2	3	4

Other Observations or C	omments:		
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PANEL A - INTERVIEW QUESTIONS

City Administrator – City of Ashland

andi	date: Panelist:
1)	Please provide us a brief introduction of yourself outlining your background and experience.
2)	Being a City Administrator requires a broad range of expertise in municipal management. What areas do you believe are your greatest strengths and which areas do you feel are your weakest?
3)	The City Administrator bridges and integrates the work of the City Council and of the Department Directors. Discuss the challenges and key lessons you have experienced in facilitating and maintaining effective functioning between these two groups.

4)	Please give a specific example of when you worked with diverse groups that were in opposition on an issue.
	 How did you establish a sense of collaboration in order to gain consensus on a mutually acceptable solution?
	o How do you deal with an individual who disagrees with your viewpoint?
5)	How do you get the best out of your employees? What can they expect from you as their City Administrator?
_,	City organization do
6)	Considering the culture of the Ashland community and the City organization, do you believe that you would be a good "fit" and why?

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8)	How have you improved internal communications or created efficiencies within your organization? What specific improvements have you made that have had a long-lasting impact on your work group?
9)	Within the workplace setting, who is your worst critic and why? How have you
٠,	dealt with that criticism?
10) What is the most difficult management situation with which you have been involved?
1	1) Based on your research of this job and your tour yesterday, what are your observations and/or concerns regarding Ashland?

PANEL B-INTERVIEW QUESTIONS

City Administrator – City of Ashland

Candidate: Panelist:	
1.	Please provide us a brief introduction of your background and experience and tell us how it prepares you for this position. What are some recent high priority areas of focus in your current or past position?
2.	The City of Ashland currently has a strong Mayor/City Administrator form of government. From your perspective, what is the ideal relationship between a City Administrator and the Mayor and City Council? How do you establish that relationship?
3.	What challenges do you see that cities face in the coming years, and how do you see these challenges affecting Ashland?

	How do you believe that your current Council/Board and staff would describe you, your
	style and approach? Do you feel that this is an accurate assessment, and what would you add to this description?
5.	Ashland is a very involved community with many groups and individuals who want to be part of the decision-making process. How do you see yourself working in this kind of environment, and what do you think a City should do to be inclusive in its decision-making but also be results-oriented?
6	In what ways do you currently work with your department heads? When you think about "the best" management team you have ever been a leader/member of, what made it so functional and how to you think you contributed to its success?

8.	How would you describe your level of awareness about social and economic diversity issues? How might this awareness be important in your role of City Administrator in Ashland?
9.	When you reflect back on your career, what accomplishments (1 or 2) are you especially proud of and why?
10	. What steps have you taken to establish and maintain relationships between the City and other local entities such as the school district, hospitals and County?
11	. Have you worked in unionized environments? What has been your role in labor contract negotiations, day-to-day contract administration and general labor-management relations?