

## City Team Member Responses Regarding New City Administrator Skills, Qualities and Abilities

### Personality Traits:

Personable/Approachable  
Easygoing/Outgoing  
Professional  
Strong work ethic/ethical  
Open minded  
Integrity  
Assertiveness  
Engaged listener  
Confidentially decisive  
Social perceptiveness

### Leadership Traits:

Natural leader / leads by example  
Dedicated and committed to role  
Ability to manage and assist Staff  
Ability to get the best from their employees, while creating a positive work environment that is unified throughout the entire building  
Encourages a "Team Player" culture  
Promote/enforce team building activities  
Ability to manage conflict and guide all parties toward the best interests of the Community  
Ability to provide oversight and guidance without micromanaging  
Being humble and use the word "we," not "I," when engaging in discussions.  
Know when to share the accolades of a job done well with the pertinent staff, while also accepting the mistakes of others, as their manager  
Courageous enough to address personnel issues, but experienced and wise enough to understand if that situation can be fixed  
Will bend down and pick up a piece of trash, rather than direct someone else to do it  
Share the spotlight, not hog it

### Skills:

Excellent in multi-tasking  
Ability to deal with people each day is paramount to their, and all of our, success  
Good communicator and collaborator  
Maintain friendly atmosphere at City Hall  
Ability to speak clearly and communicate effectively  
Able to communicate orally in a respectful manner and engage all people on a real person-to-person basis  
Secure in her/his abilities through successful project administration and competent management philosophies used in other government settings

### Experience:

Extensive experience in municipal government  
Experience with development of complex municipal budgets and municipal financial oversight  
Experience managing multiple departments and staff members  
Professional background in finance, engineering, planning or similar  
Understanding of Planning and Public Works  
Relationship management expertise  
Pertinent experience, at a level of 8 to 10 years, enough to be wise, but not too much to be inflexible

### Additional Comments:

Since I have been working here, I have been impressed with the team and with Ryan in the way that they make decisions in regards to the environment, and many times the right thing to do, environmentally, is business as usual. The more I learn about this City, and why it was incorporated, I see this as a fully important quality of someone who will lead it.  
I think fairness and the ability to manage staff will be one of the biggest challenges the new City Administrator will face on a daily basis and hopefully issues will not be ignored.  
Yearning to still learn, instead of always teaching.  
A candidate of diversity should be considered.