

VML – Virginia Mayors Institute

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October 8, 2023



**SCHOOL OF
PUBLIC SERVICE**







Who is the the room?

- Mayor
- Vice Mayor
- Council Member
 - Manager
 - Other
 - Town
 - City
 - County
 - Rural
 - Urban
 - Suburban



Form of Government

Council-Manager Business Model

Mayor & Council
(Chair & Board of Directors)



Appoints
Manager/Administrator
(CEO)

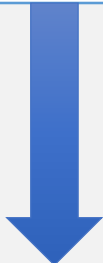


Mayor-Council Political Model

Legislative
Body



Elected
Chief
Executive



Appoints
Administrative Officer

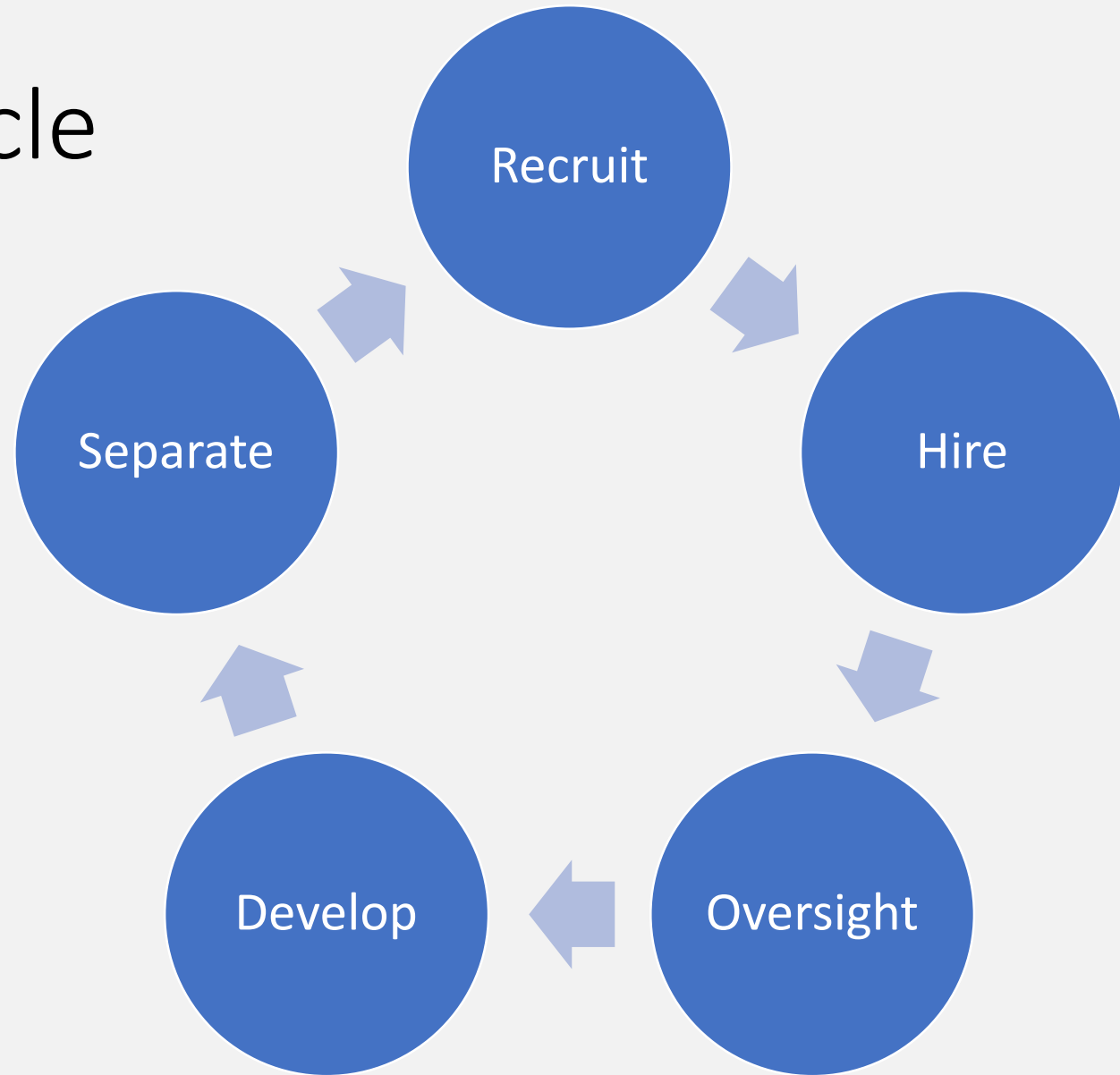


Professional Department Directors
Managers, Supervisors, and Staff



Manager Life Cycle

Understanding
the
Form
of
Government



Roles & Responsibilities



Leading Local Government is Hard Work

Mayor:

“I Can’t Please Everyone.”

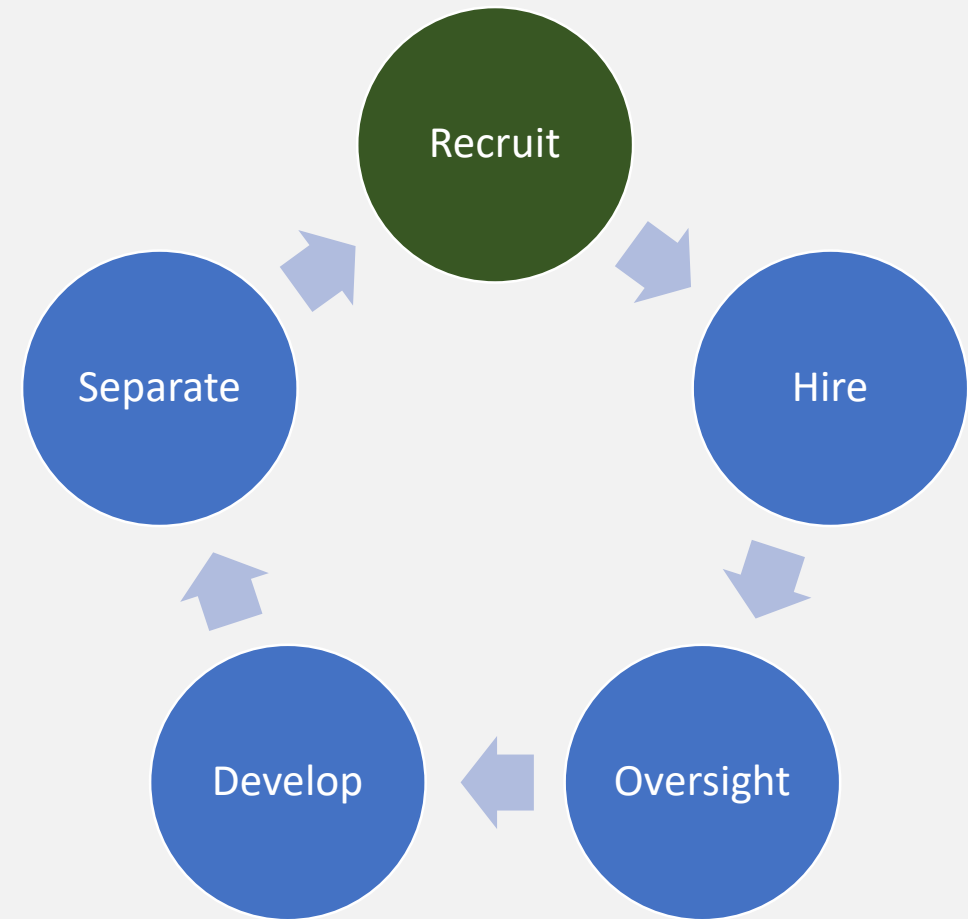
Manager:

“I Can’t Fix Everything.”



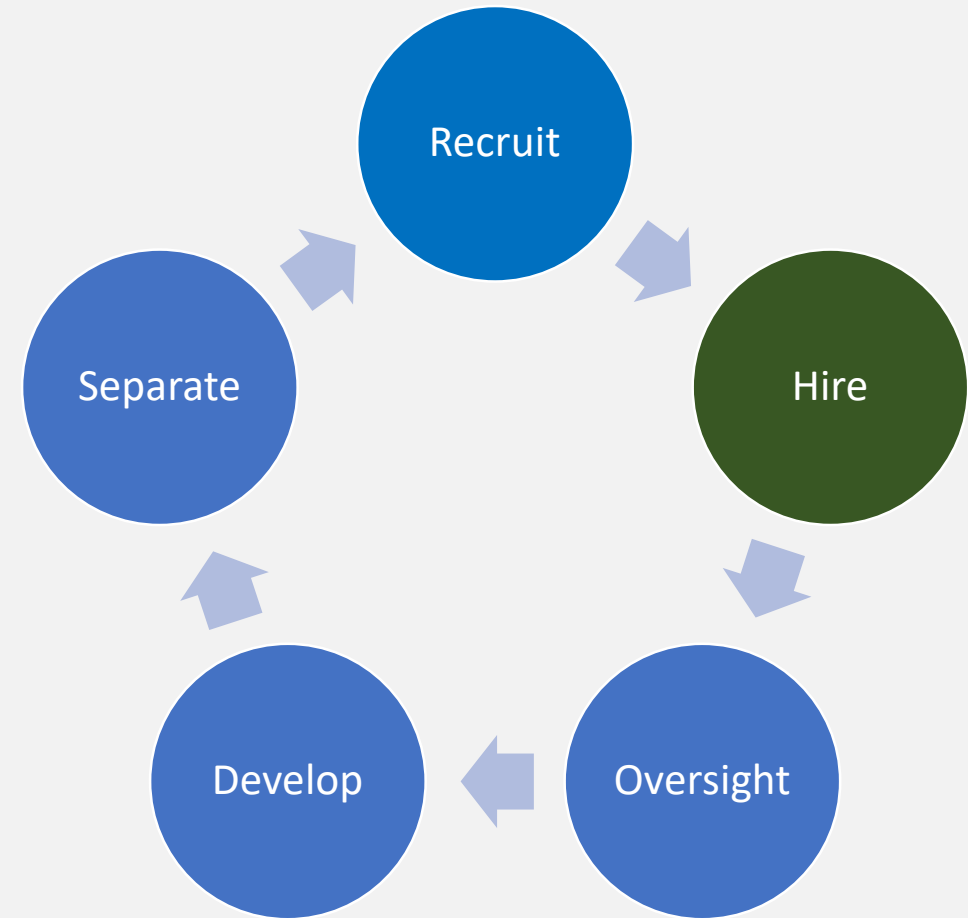
Recruitment

- Recruiter
- Job Description
- Inside or Outside or Either
- Public Participation
- Confidentiality



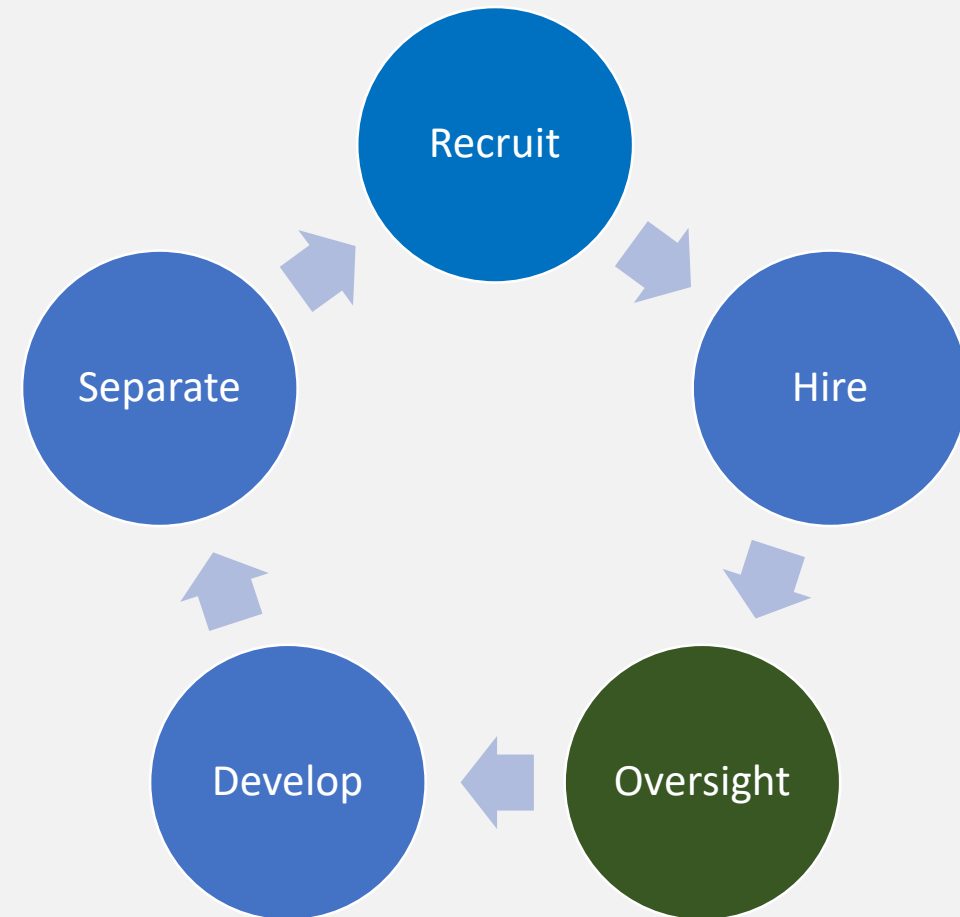
Hire

- Interviews
- References
- Public Participation
- Contract Negotiation
- Introduction to the Community



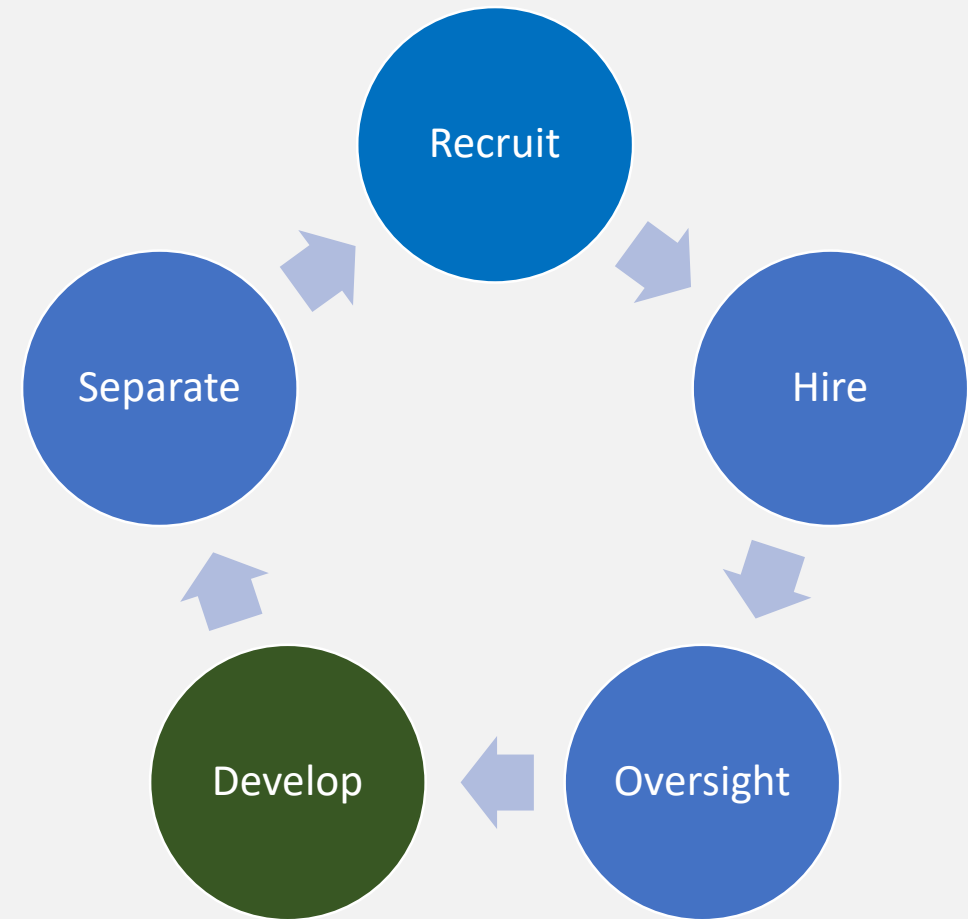
Oversight

- No Surprises
- Set Expectations
- Agree on Process
 - Frequency
 - Third-Party
 - 360 / Multi-Rater
 - Self-Assessment
- Be Honest & Balanced



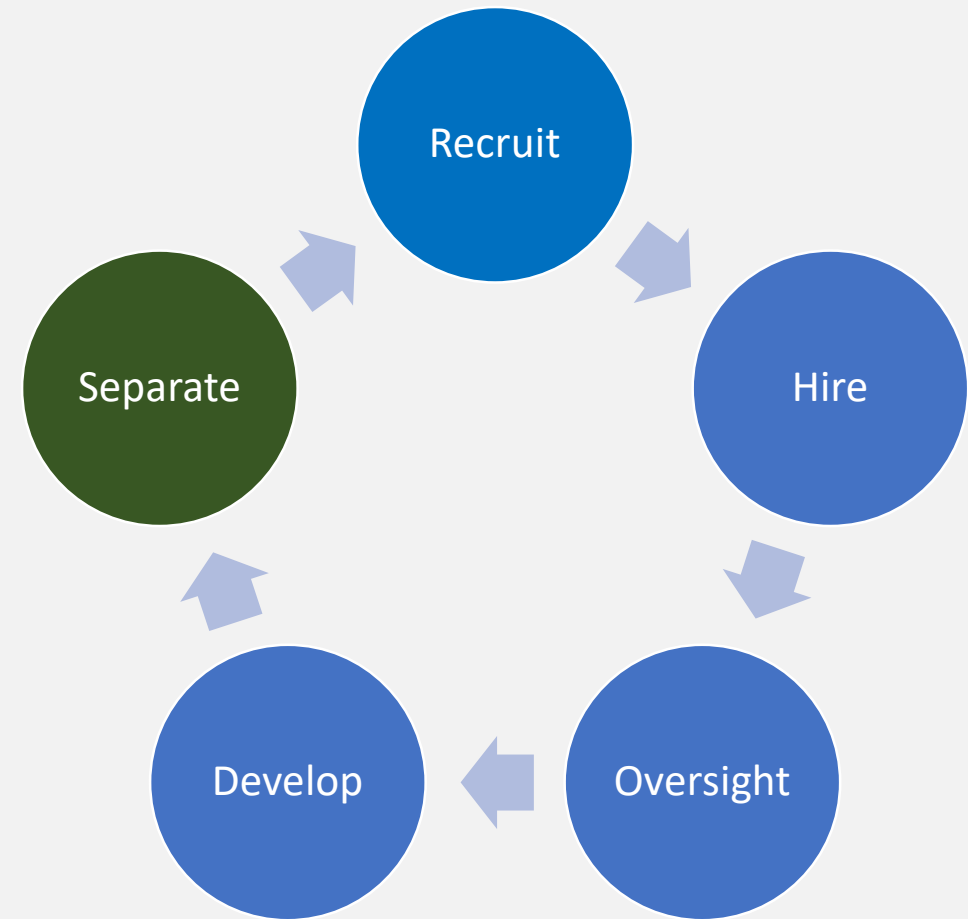
Development

- Networking
 - VLGMA
 - ICMA
- Executive Coach
- Organizational Development
- Employee Surveys
- Time Off / Renewal



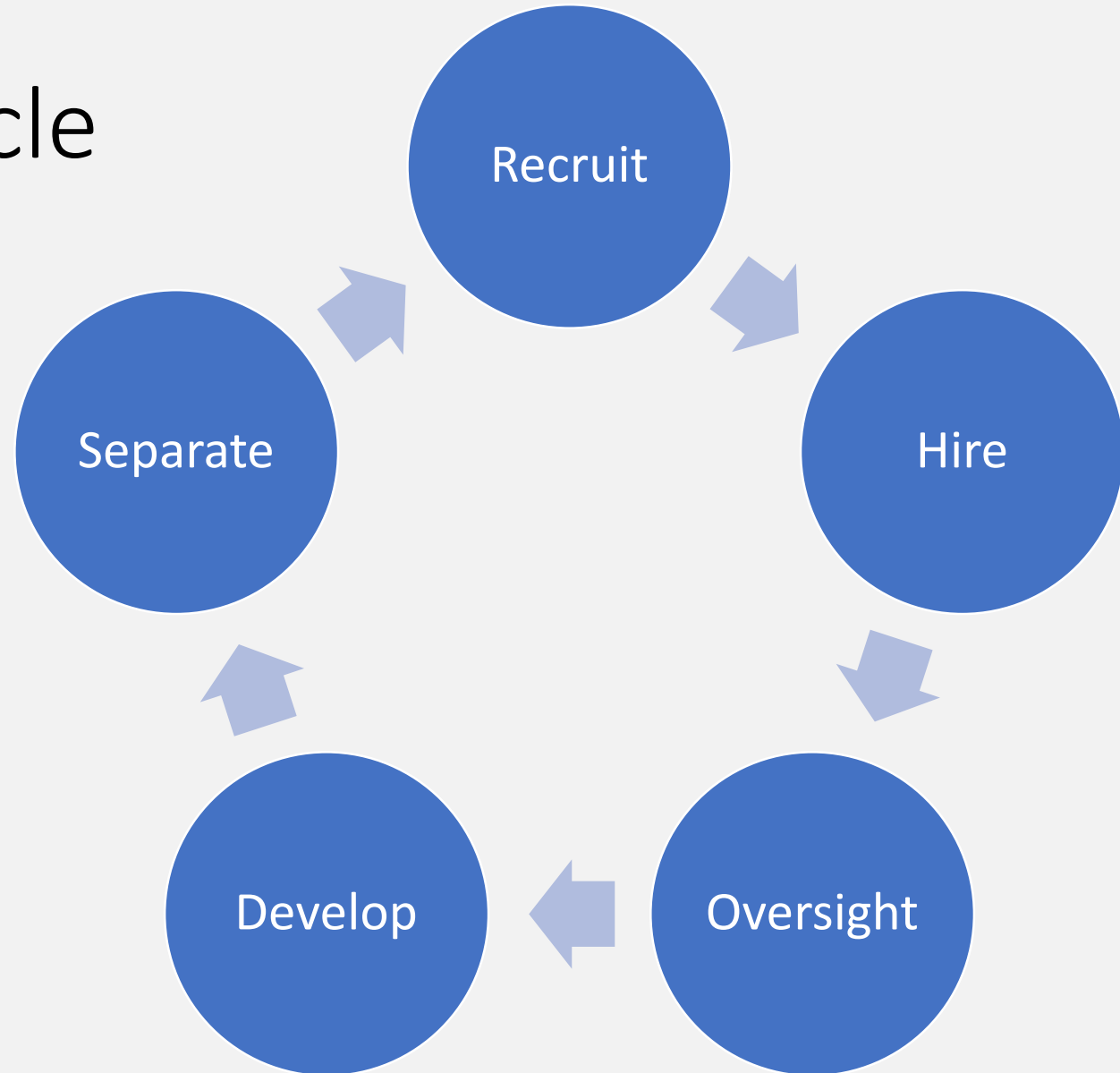
Separation

- Succession Plan
- Voluntary or Involuntary
- Severance Pay
- Public Statements



Manager Life Cycle

Shared Goals
Communication
Respect





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