| **Town Administrator:** | **Candidate Questionnaire** | **Your Response** |
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| **Area of Responsibility/Qualification** | **Questionnaire Item** | **Your Experience?** |
| **Administration and Management** | Describe your experience in overseeing the administration and management of a governmental entity or a large organization. How did you ensure the efficiency and effectiveness of policies, procedures, and administrative systems? |  |
| **Financial Management** | Provide an example of how you prepared and managed an annual budget. What strategies did you employ to monitor financial performance and ensure compliance with budgetary guidelines? |  |
| **Personnel Management** | Can you discuss your approach to hiring, training, and supervising employees? How do you develop and maintain a positive work environment, and how have you handled disciplinary actions or terminations? |  |
| **Government Relations** | Explain your experience in serving as a liaison between various stakeholders (e.g., Mayor, Town Council, departments). How have you kept key figures informed and addressed important issues? |  |
| **Community Engagement** | Describe your involvement in community engagement efforts. What strategies have you used to foster positive relationships with residents and community groups? |  |
| **Policy Implementation** | Provide an example of a policy, ordinance, or resolution you have implemented. How did you ensure compliance across departments and address challenges? |  |
| **Infrastructure and Development** | Discuss your experience with overseeing infrastructure projects or promoting responsible growth and development. How did you approach planning, funding, and execution? |  |
| **Emergency Management** | Describe your role in developing or managing emergency response plans. How have you coordinated responses to emergencies or disasters? |  |
| **Qualifications - Education** | Do you have a Bachelor’s or Master’s degree in Public Administration, Business Administration, or a related field? Please specify. |  |
| **Qualifications - Experience** | How many years of experience do you have in government or related fields, and what roles have you held that demonstrate progressive responsibility? |  |
| **Qualifications - Skills** | How would you rate your financial management, budgeting skills, and proficiency in computer applications? Can you give examples of how you have applied these skills in a professional setting? |  |
| **Communication and Leadership** | How do you communicate complex information to diverse audiences? Can you give an example of a challenging situation where your leadership made a difference? |  |
| **Knowledge of Laws and Regulations** | How do you stay informed about local government laws, regulations, and procedures relevant to your role? |  |
| **Problem-Solving** | Provide an example of a complex problem you encountered in your professional experience and how you solved it. |  |
| **Working Conditions** | Are you willing to work occasional evening and weekend hours and respond to emergencies outside of regular working hours? |  |

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| **Why Hire Me?** |
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