**City Manager or Administrator Training and Experience, LMC Model Rating Sheet Form**

*League staff thoughtfully develops models for your city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in the Information Memo* [*“Hiring a City Manager or Administrator Toolkit.”*](https://www.lmc.org/resources/hiring-a-city-manager-or-administrator-toolkit/)  *An Excel version of this Form (for in-form calculating) is available on request from LMC Human Resources at* HRbenefits@lmc.org*.*

**City of** **\_\_\_\_\_\_\_**

**City Administrator (***Manager***) Training and Experience Rating Sheet**

Applicant Name: **\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hiring**  |  |  | **Score Earned** | **Score Possible** |
| **Minimum Requirements** |  |  |  |  |
| 1. | Bachelor's degree in related field |  |  |  | *Yes/No* |
| 2. | Five years paid management experience |  | *Yes/No* |
|  | **Category 1 Results**  | ***Qualified / Not Qualified*** |
|  |  |  |  |  |  |
| *If "no" to any in Category 1, the applicant is not qualified and the rating is complete.* |
| *If "yes" to both, the applicant is qualified and the rating should continue.* |
|  |  |  |  |  |  |
| **Category 2** |  |  | **Points Earned** | **Points Possible** |
| **Desirable Qualifications** |  |  |  |  |
| **1.** | **Education** (choose 1; up to 15 pts) |  | ***15*** |
|  | Master's degree in Urban and Regional Studies, Political Science, or related degree | 0 | *15* |
|  | Master's degree in unrelated degree | 0 | *10* |
| **2.** | **Municipal management experience** (choose 1; up to 30 pts) |  | ***30*** |
|  | Managing municipal or county teams (less than 2 yrs experience = 15 pts) | 0 | *15* |
|  | Managing municipal or county teams (2+ yrs = 30 points) | 0 | *30* |
|  | Managing non-public sector teams (2 pts for each yr of private mgmt experience; max 5 yrs) | 0 | 10 |
| **3.** | **Experience in/knowledge of:** |  | ***25*** |
|  | Community and Economic Development | 0 | *5* |
|  | Municipal Finance | 0 | *5* |
|  | Public Works | 0 | *5* |
|  | City Clerk and Election | 0 | *5* |
|  | Police and Fire | 0 | *5* |
| **4.** | **Labor relations experience** | 0 | ***10*** |
| **5.** | **Computer software program experience** (1 pt each; up to 5 pts) | 0 | ***5*** |
|  | **Category 2 Total** | **0** | ***85*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category 3** |  | **Points Earned** | **Points Possible** |
| **Veteran's Preference** |  |  |  |
| Veteran  | *Yes=10 pts* | *No=0 pts* | 0 | *10* |
|  OR |  |  |  |  |
| Disabled Veteran | *Yes=15 pts* | *No=0 pts* | 0 | *15* |
|  OR |  |  |  |  |
| Spouse of Deceased Veteran | *Yes=10 pts* | *No=0 pts* | 0 | *10* |
|  OR |  |  |  |  |
| Spouse of Disabled Veteran | *Yes=15 pts* | *No=0 pts* | 0 | *15* |
|  | (Max of 15) **Category 3 Total** | 0 | *15* |
|  |  |  |  |
|  | **TOTAL POINTS** | **0** | *100* |