

MCMA MENTORSHIP PROGRAM

2026 / 2027



MCMA

**Minnesota City/County
Management Association**

A State Affiliate of **ICMA**

Possible MCMA Mentoring Topics

- Identify personal/professional goals for the year
- What path did you take to becoming a City Manager/Administrator/Assistant?
 - Education
 - Job history
 - What brought you to your current position?
- Typical Day of a City Manager/Assistant
- The Role of a City Manager/Assistant
 - Interactions with Council
 - Working with various departments
 - How do you handle disagreements?
- Work/Life Balance
- Remote/hybrid vs. always in office
- City structure/organization
- Lessons Learned
 - Has your career been what you've expected?
 - Anything you would do differently?
- Career Information
 - "Must Have" skills/knowledge
 - Resume building
 - Relevant training
 - Relevant groups for career development
 - What qualities and skills are important to be a successful City Manager/Assistant?
- Personnel/Staff
 - Problem solving (performance issues)
 - Hiring
 - Cross training
 - Supervising across generations
 - Personalities
- Strategic Planning
 - Developing/implementing/tracking strategic plans
 - Strategic plan process
- Understanding Public Works/Engineering
- External Relationships
 - Building relationships with community groups
 - Developing network of peers
- Professional Skills Development
 - Most important hard skills to develop & how
 - Most important soft skills to develop & how
 - Worthwhile trainings, conferences, certifications, books, etc.
- Human Resources
 - Recruitment & retention
 - Staff goal setting & professional development
 - Conducting performance reviews
 - Succession planning
 - Staff engagement & building organizational culture
- Council Relations
 - Council member training & onboarding
 - Delivering effective council presentations/recommendations
 - Facilitating difficult decisions & managing tense public meetings
 - Handling difficult or disruptive residents at council meetings
 - Managing and prioritizing council requests
 - Navigating misaligned or excessive council member requests
- Financial Management
 - Budget & CIP development process, schedule, software(s)
 - Annual audit process
 - Economic development incentives
 - Debt - issuance, management, strategy, etc.
 - Internal controls
 - Financial policies
- Public Safety Management

The list above is intended to provide ideas for topic areas. Mentors/mentees may cover any area, regardless of inclusion on this list.