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PROCEDURE TO BECOME A CERTIFIED MUNICIPAL MANAGER

Introduction

The following is a discussion and questionnaire of the method used to become a Certified Municipal Manager in Maine. The Association encourages any criticism, comments, or suggestions you may offer to aid in improvement of this procedure.

The basis for qualification to become a Certified Municipal Manager is found in the Bylaws of the Maine Town and City Management Association, specifically Article XII. For the most part, Article XII is discussed herein, but for a more complete explanation of the process, one should read the actual Bylaws.

Philosophy

The reasons for becoming a Certified Municipal Manager are many and varied, each individual having unique aspirations and backgrounds; but a common thread running through each application should be a desire for furthering one's own personal and professional development.

Professional development comes about in at least two ways. It comes about through the giving and gathering of information; or to put it another way, professional development requires a process whereby an individual contributes to others in the profession; and also gains greater personal skills, knowledge and ability. Both the giving and the gathering contribute to an individual's professional development.

For instance, in giving of one's time as an officer of a state municipal managers' association, a manager contributes to the overall operation of that association. By gathering from organized training programs the skills necessary to be a better professional administrator, a manager adds to his or her own professional development.

Giving and gathering are generally guided by a local government manager's strengths and areas where he/she needs to make improvements.

Managers choose to give of themselves to the profession in areas in which they feel they have something valuable to contribute. You may feel that you have developed a special expertise on methods of solid waste collection, so you are pleased to participate when asked to be on a panel at the annual meeting of your state managers' association.

On the other hand, a manager seeks to gather greater skill or expertise in areas in which they feel the need to increase their capability or knowledge.

Having moved to a rapidly growing suburb from a community with declining population, you may feel in need of some improved techniques for managing growth. Therefore, you will be anxious to attend any training programs put on by ICMA, or any other organizations that deal with the problems of growth.

The Association has developed a certification procedure that emphasizes both the past and the future. It, hopefully, will not only give recognition for past achievement, but will also provide for personal and professional evaluation for local government administrators.

1. Who will judge my application to become a Certified Municipal Manager?

Members of the Professional Development Committee will review each application and make a recommendation on certification. If you denied certification, a written explanation on a "tally sheet" can be made available to you to help you better understand what was missing. If you disagree with the decision, you may appeal that decision to the full Executive Committee of the MTCMA within a reasonable timeframe.

2. What criteria will be used as a basis for my certification as a Municipal Manager?

I. *At least five (5) years experience as a Chief Administrative Officer in a local governmental jurisdiction with at least three (3) years experience in one community; or have a Bachelor's Degree in a management related field from a recognized institution of higher learning with three (3) years experience in a local government jurisdiction, two (2) years of which shall have been in one community; or have a Master's Degree in a management-related field from a recognized institution of higher learning with two (2) years experience, all of which shall have been in one community; or have an Associate Degree in a management related field with four (4) years experience, two of which shall have been in one community.*

II. *In order to apply for certification, one must have corporate membership (Full or Associate) status in the Maine Town and City Management Association.*

III. *Further, you will need documented participation in a total of 240 hours of training or service, with no more than 160 hours in either. From that 240 hours, you will need to document at least 80 hours of training over a three year period and document at least 80 hours of intergovernmental or other professional service over that same three-year period. Please see the application for further guidance.*

3. Who should apply for certification?

In revising MTCMA's Bylaws, a grandfather clause stated that all corporate members in the Association prior to January 1, 1975, were considered to hold the status of Certified Municipal Manager, subject to the following schedule of review of re-certification.

- (a) *Corporate Members having less than five (5) years experience as a Chief Administrative Officer of a local government jurisdiction shall apply for re-certification review by the Board of Directors prior to December 31, 1978.*
- (b) *Corporate Members having less than fifteen (15) years but more than five (5) year's experience as a Chief Administrative Officer of a local government jurisdiction shall apply for the re-certification review by the Board of Directors prior to December 31, 1980.*

The Association encourages all members, regardless of the above grandfather clause, to undergo the new process of certification as soon as possible.

4. How long will certification last?

Certification as a Certified Public Manager will last for three (3) years. It is felt that the certification process should be viewed as an ongoing judgment of one's personal and professional growth. Initial application will necessarily emphasize past experience as a Manager, and recent activity in applicant's ability to substantiate a credibility of the past.

Lifetime members (25 or more years) of the Maine Town & City Management Association are entitled to Lifetime Certification, subject to ongoing ethical behavior as defined by the Code of Ethics adopted by MTCMA.

5. How will the process of certification work?

The initial step in becoming a Certified Municipal Manager is to complete, as fully and honestly as possible, the Certified Municipal Manager Application Form, and send this to the Association (MTCMA, 60 Community Drive, Augusta, Maine 04330).

The Professional Development Committee will meet annually prior to the Management Institute to review applications and certify individuals as Certified Municipal Managers. If you are a successful applicant, your certification is good for three years.

Six (6) months prior to the expiration of each Certified Municipal Manager, a reminder is sent notifying them that it is time to recertify.