KYSELYLOMAKE

Tämä kyselylomake on osa Yhteiskuntatieteelliseen tietoarkistoon arkistoitua tutkimusaineistoa

FSD1185 Suomen kunnanjohtajatutkimus 1996

Kyselylomaketta hyödyntävien tulee viitata siihen asianmukaisesti lähdeviitteellä.

Lisätiedot: http://www.fsd.uta.fi/

QUESTIONNAIRE

This questionnaire is part of the following dataset, archived at the Finnish Social Science Data Archive:

FSD1185 Finnish Municipal Manager Survey 1996

If this questionnaire is used or referred to in any publication, the source must be acknowledged by means of an appropriate bibliographic citation.

More information: http://www.fsd.uta.fi/

Questionnaire for Chief executives in Local Government

C1 1. P 1	ease	indicate the num	ber of inhabitants in your municip	auty:
	1		Below 1.000 inhabitants	
	1 2	1.000-	2.000 inhabitants	
	3	2.000-	5.000 inhabitants	
	4		10.000 inhabitants	
_	5	10.000-	15.000 inhabitants	
_	6	15.000-	/U UUU innanitanis	
	7	20.000-	30.000 inhabitants	
	8	30.000-	50.000 inhabitants	
	9		100.000 inhabitants	
	10	100.000-		
	11	200.000-		
	12	A	bove 500.000 inhabitants	
equivale	ĺ		in the municipality:	
			administrative functions:	
C3 3. W	/hat	is your official ti	tle:	
C4 4. W	/hen	were you born?	19	
C5 5. A	re yo	ou		
		1 Male		
		2 Female		
C6 6. H	ow r	nany years of ful	ll-time education have you had (in	cluding primary school)?
		years		
C7 7. Pl	ease	state your educa	ntion (more than one entry if nece	ssary)
		1 Municipal appr	renticeship	
		2 Private adminis	strative education	
			ducation (teacher, social worker etc.)	
		Please state		

_ _ _ _	41 Law 42 Economics/finance 43 Political science/administration 44 Technical degree (engineer, architect) 45 Natural science 46 Humanities, history etc. 47 Other university degrees
	Please state:
	Other education
	Please state:
C8 8. What	was your first job after you left full-time education?
	was your last job before your present post? Please give details: title, place of t and number of years employed:
C10 10. For	how many years have you held your present position?
	years
C11 11. Do y seek another	you consider your present position as the last one in your career, or do you intend to r job?
_ _ _	 I do not intend to seek another post I may seek another post if the right opportunities arise I am definitely planning to seek another job sometime in the future
	kindly ask you to indicate the reason(s) why your immediate predecessor left his/her u may mark more than one item if necessary).
	Career (advancement to higher or better paid office) Problems of co-operation with politicians Problems of co-operation with bureaucrats Workload and other pressures stemming from the job Age Illness/death Don't know Other reasons (please state):

membe	. Please estimate of now many local associations of local pressure groups you are s er:
	Number of associations:
CI4 14.	Are you a member of any professional bodies? Please give details.
CI5 15.	Are you now or have you been a member of a political party?
	☐ 1 I am presently a member of a political party
	 2 I have previously been a member of a political party 3 I have never been a member of a political party
CI6 16.	Please estimate the number of hours you work in a typical week:
	hours
	Did you spend part of your childhood (0-18 years) in the county/region where you work?
	□ 1 Yes □ 2 No
C18 18 .	. Do you live within the boundaries of your employing authority?
	□ 1 Yes □ 2 No
CI9 19.	What was the household head's occupation when you were around 15 years old:
Self-e	mployed
	□ 1 Farmer/fisherman□ 2 Professional (lawyer, medical practitioner, accountant etc.)
	 □ 3 Shop/company owner, craftsman, self employed person □ 4 Business proprietor, owner (full or partner) of a company
Emplo	oyed
-	 5 Employed professional (employed lawyer, practitioner, accountant) 6 General management, director or top management
	☐ 7 Middle management
	 8 Employed position, working mainly at a desk 9 Employed position, not at a desk, but travelling
	□ 10 Employed position, not at a desk, but service job (hospital, restaurant, police, fireman)
	□ 11 Supervisor □ 12 Skilled manual worker

C20 20. Please think of an ideal job - disregation how important would it be to you to:	arding your	present job	. In choosing	an ideal jo	b ,
	Of utmost	Very important	Of moderate importance	Of little importance	Of very little or no
	importance 1	2	3	4	importance 5
1. Have sufficient time for your					
personal or family life 2. Have good physical working					
conditions 3. Have a good working relationship					
with your direct superiors 4. Have security of employment					
5. Work with people who co-operate					
well with one another 6. Be consulted by your direct superiors					
in her/his decisions 7. Have an opportunity for advancement					
to higher level jobs 8. Have an element of variety and					
adventure in the job					
9. Work closely with politicians10. Have the possibility of influencing the development of the municipality					
C2I 21. How often do you feel nervous or te			d to express	disagreeme	nt

13 Other (unskilled) manual worker, servant
 14 Other occupation/unemployed/retired

C23 23. Chief executives must necessarily decide the priority of various tasks. Please indicate how much emphasis you in your daily work put on each of the tasks listed below. Make your entries on a scale from 1 (attach very little or no importance to) to 5 (attach utmost importance to).

	Of very little or no importance	Of little importance	Of moderate importance	Very important	Of utmost importance
Solve problems and conflicts of human relationships					
2. Stimulate co-operation between departments					
3. Formulate ideas and visions					
4. Guide subordinate staff in day-to-day handling of cases					
5. Promote and encourage new projects in the community					
 6. Be informed about the viewpoints of the employees 7. Develop and implement new routines and work methods 8. Manage economic affairs, accounts and budgetary control 9. Ensure that rules and regulations are followed 					
10. Give the Mayor legal, economical and other kinds of technical advice					
11. Give the Mayor political advice					
12. Be informed about citizens' viewpoints	_	_	_	_	_
13. Develop and implement norms concerning the proper roles of politicians					
vis-à-vis the bureaucrats 14. Influence decision-making processes in					
order to secure sensible and efficient solutions					
15. Attract resources from external sources					
like the national/regional government, funds, private investors and business					
16. Make sure that resources are used efficiently					

With regard to the following two questions, we would like you to indicate the importance of different aspects of your work. Please indicate the priority you give to these aspects by giving the most important aspect a 1, the second most important a 2, and the third a 3.

C24 24. If there is a clash between different you give to the following? (Please write 1, 2,		ns in your	daily work, v	vhat priority	y do		
Observing the established rules and proced	ures (e.g. laws,	regulations a	nd internal proce	dures)			
Accomplishing tasks efficiently and quickly	Accomplishing tasks efficiently and quickly						
Ensuring everybody involved are satisfied outcomes	with decision-m	aking proces	ses and their				
C25 25. Among other things, leadership and ensuring co-operation between people ar leadership skills may be necessary in one priority do you give to the following aspects	nd different s daily worl	parts of as well a	the organiza as in crisis si	tion. Howe	ever,		
Formal power and authority							
Motivation through commendation and rew	ard of the indiv	idual					
Personal relations (friendship, respect, trus	st)						
C26 26. Chief executives may find inspirat what extent have you found the following your skills as a leader?		•		•			
	1	2	3	4	5		
1. Inspiration from executives in other							
municipalities 2. Own schooling/educational background							
3. Inspiration from consultants							
4. Inspiration from training courses, seminars etc.							
Professional journals, magazines and the like							
6. The general management literature							
7. Inspiration from managers in private business							
8. The activities and meetings of the							
association of chief executives 9. The activities of other professional							
associations							
10. The Local Government Associations							

C27 27. One aspect of the work of the chief executive is the management of organizational change. How would you weight the circumstances mentioned below as part of such a process of organizational change? Please indicate on a scale from 1 (attach very little or no importance to) to 5 (attach utmost importance to).

	Of very little or no importance	Of little importance	Of moderate importance	Very important	Of utmost importance
	1	2	3	4	5
1. Wide-ranging involvement of the employees					
2. Careful preparation with a small					
number of executives 3. A quick reorganization					
4. Secure trade union support					
5. Achieve incremental reorganization rather than an extensive reform					
Create a broad consensus among elected politicians					

C28 28. To what extent do you agree or disagree with each of the following statements?

	Strongly agree	Partly agree	Undecided	Disagree	Strongly disagree
	1	2	3	4	5
 Most people can be trusted One can be a good manager without having precise answers to most 					
questions that subordinates may raise about their work					
3. An organization structure in which certain subordinates have two bosses should be avoided at all cost					
4. Competition between employees usually does more harm than good					
5. The rules of an organization should not be broken - not even when the employee thinks it is in the best interest of the organization		٥			
6. When people have failed in life it is often their own fault					

was ten	years ago?
	☐ 1 Yes, much more attractive
	☐ 2 Yes, somewhat more attractive
	☐ 3 More or less the same as ten years ago
	4 No, the job has become somewhat less attractive
	□ 5 No, the job has become much less attractive
	Please give the reasons for your assessment:
C30 30	Does any one party presently have an overall majority of seats on the local council?
	□ 1 No party has an overall majority
	☐ 2 One partly has an overall majority
	Please indicate which party:
	All in all, do you think there are many conflicts between the major political parties in unicipality, some conflicts or few conflicts?
	□ 1 Many conflicts
	□ 2 Some conflicts
	 3 Few conflicts 4 No conflicts at all
C32 32	For how many years has the present Mayor held the position as Mayor?
	years
	How would you evaluate the chances of the Mayor in the next local election if he/she to run again?
	 □ 1 The Mayor is almost sure to continue in the position □ 2 The Mayor stand the best chances of all candidates but he/she cannot be sure to continue □ 3 The Mayor is likely to lose his/her position in the next election □ 4 Don't know
C34 34 . group?	How would you evaluate the Mayor's position within her/his own party and party
	☐ 1 The Mayor is the unchallenged leader of the party
	The Mayor's position as the leaders of the party is under attack but he still runs affairs

C29 29. Do you think that the job as a local government CEO is more attractive today than it

${\it C35~35}$. Please indicate the extent to which the following describes the Mayor's behavior.

	To a very high extent	To a high extent	To some extent	To a little extent	Not at all
	1	2	3	4	5
1. The Mayor is very much engaged in the details of the daily work of the administration					
2. The Mayor is a visionary person who constantly initiates new projects and policies in the locality		0			
 3. The Mayor has excellent relations with the public and knows what concerns the citizens 4. The Mayor is primarily a politician engaged in policy making rather than administrative details 5. The Mayor merely reacts to the circumstances when new policies are formulated 6. The Mayor emphasizes the 					
promotion of the party program and the interests of his fellow party members				٥	

C36 36. Politicians must give priority to different tasks in their daily work. As a local government official, to which tasks do you think the leading politicians ought to attach particular importance? Please make your entry on a scale from 1 (very little or no importance) to 5 (of utmost importance).

	Of very little or no importance	Of little importance	Of moderate importance	Very important	Of utmost importance
	1	2	3	4	5
1. Be informed about citizens' views					
2. Represent the municipality to the outside world					
3. Create stability for the administration 4. Formulate exact and unambiguous goals					
for the administration					
5. Defend the authorities' decisions and policies externally					
6. Implement the program on which he/she has been elected					
7. Be a spokesperson for local groups or individuals who have issues pending					
decision by the authority 8. Decide on major policy principles					
9. Be a spokesperson for their political party					
10. Have a vision of the way in which the					
municipality will develop in the long run 11. Lay down rules and routines for the					
administration					
12. Making decisions concerning specific cases					
13. Be a spokesperson vis-à-vis the press					
14. Procure resources from upper-level governments					

C37 37. Chief executives may have different opinions about the way in which their relations with politicians ought to be organized. Below are some statements which touch upon this subject in different ways. Please indicate whether you agree or disagree with them:

	Strongly agree	Partly agree	Undecided	Disagree	Strongly disagree
	1	2	3	4	5
It is the politicians' duty to decide only on major principal issues and not on routine matters					
2. Certain groups in society are so weak that it is the duty of the administration to be a spokesman for them					
3. Administrative officials should make themselves acquainted with the intentions of the politicians and put forward proposals in line with these intentions only					
4. The administration must be a prime mover in adapting the local authority in changes in society	٥				
5. It is an advantage if the chief executive is of the same political opinion as the majority of the local council					
5. The administration should not undertake major policy reviews without political direction			٥		
7. The administration should be non-partisan and only base its recommendations on expert opinion			0		
8. The chief executive officer should be primarily responsible to the political leadership and only secondarily to the local population			٥		

C38 38. To what extent has your ability to perform your job as chief executive been affected negatively by the following factors during recent years?

	To a very high extent	To a high extent	To some extent	To a little extent	Not at all
	1	2	3	4	5
1. Financial problems in the municipality					
2. Lack of clear political goals3. New regulations from upper-level					
governments					
4. The demands of the population for better service					
5. Demographic changes					
6. Conflicts between the political parties					
7. Unemployment and social problems 8. Central and/or regional government					
control of local government finances 9. Conflicts between the various departments and/or department heads 10. Pressures from local organized interests,					
business and the like	, 				
11. Unclear division of labour between politicians and the administration		-			
12. Cuts in grants from upper-lever governments					0

C39 39. Has t	e municipality during the last decade privatized or contracted out func	tions?
	1 No	
	2 Yes	

If yes, how important do you think this privatization/contracting out has been in terms of reducing the number of municipal employees?

1 Of utmost importance
2 Very important
3 Of moderate importance
4 Of little importance
5 Of very little or no importance

Much more More centralized centrali		More decentralized	Much modecentralize		
C41 41. The relationship betwor less delegation from the foless of such delegation in you	rmer to the latter.	Please indica	te whether		
Much more More delegat		Less delegation	Much les delegation		
C42 42. The relationship be characterized as more or less less decentralization to local	s decentralized. P	lease indicate	whether t		
Much more More centralization centralization		More decentralizati		ch more tralization	
centralization centraliza	ties, municipal au er there have been priorities in munic Much more importance	thorities must changes in the cipal decisions More importance	consider the importate?	numerous pe nuce attached Less importance	Muc
centralization centra	ties, municipal aurer there have been priorities in municipal	decentralization thorities must changes in the changes in the cipal decisions More	consider in the important?	numerous penne attached	l to ea
centralization centra	ties, municipal auter there have been priorities in municipal auter the priorities auter the prio	thorities must changes in the cipal decisions More importance	consider the importate?	numerous pe nuce attached Less importance	Mud impo
centralization centra	ties, municipal auter there have been priorities in municipal auter there have been priorities in municipal auter there have been priorities in municipal auter there have been auter the priorities in municipal auter the priorities auter t	thorities must changes in the cipal decisions More importance 2	consider the importate? No change 3	Less importance	l to

C44 44. Please indicate the extent to which you agree or disagree with the following state ments:

	Strongly agree	Partly agree	Undecided	Disagree	Strongly disagree
	1	2	3	4	5
1. The need for changes and reorganization of the local government sector has been					
greatly exaggerated 2. The public sector has grown loo large compared to the private sector					
3. In general, the private sector is more efficient than the public sector					
4. There are very few benefits from contracting out or privatizing services in the municipality					
5. The smaller municipalities are too inefficient and ought to be amalgamated into larger units					

C45 45. Many actors may influence local policy-making. Please indicate how influential the following actors are regarding the BUDGET. Make your entries on a scale from 1 (high influence) to 5 (no influence).

	High				No
	influence				influence
	1	2	3	4	5
1. The Mayor					
2. Private business interests					
3. The committee chairs					
4. The local political parties					
5. The department heads					
6. The media					
7. The majority group on the council					
8. The chief executive officer					
9. Trade union leaders					
10. Upper level governments					
11. Users/clients					
12. Voluntary associations					

C46 46. Please also estimate how influential the following actors are regarding the ECO-NOMIC DEVELOPMENT OF THE COMMUNITY (please make your entries on a scale from 1 (high influence) to 5 (no influence).

	High influence 1	2	3	4	No influence 5
1. The Mayor					
2. Private business interests					
3. The committee chairs					
4. The local political parties					
5. The department heads					
6. The media					
7. The majority group on the council					
8. The chief executive officer					
9. Trade union leaders					
10. Upper level governments					
11. Users/clients					
12. Voluntary associations					

C47 47. How often do you normally communicate (oral communication including meetings, telephone calls, etc.) with the following persons/groups of persons? (One cross per row, please.)

	Daily	2-4 times per Once a week week		1-3 times a month	Seldom/ never
	1	2	3	4	5
1. The Mayor					
2. Leaders of the political opposition	_	_	_	_	_
3. Other politicians in the municipality					
4. Heads of departments in the municipal organization					
5. Other employees in the					
municipal organization 6. Citizens in the municipality					
7. Journalists					
8. Chief executives in other municipalities	-				
9. Regional government officials		_	-	_	
10. Central government officials					
11. Officials of other public sector bodies					
12. Officials from the national					
association of local authorities 13. Union representatives regarding	u	_	_	_	_
salaries and other employee-related					
issues					
14. Union representatives regarding other issues					
15. Private business interests					
16. Other leading actors e.g. from voluntary and other non-profit organizations	^у п				

C48 48. To what extent are these relations important for your ability to perform your functions as a chief executive officer? (One cross per row, please.)

	To a very high extent 1	To a high extent 2	To some extent 3	To a little extent 4	Not at all 5
1. The Mayor					
2. Leaders of the political opposition					
3. Other politicians in the municipality	_	_	_	_	_
4. Heads of departments in the municipal					
organization					
5. Other employees in the municipal organization					
6. Citizens in the municipality					
7. Journalists	-				
8. Chief executives in other municipalities		J	_	_	_
9. Regional government officials					
10. Central government officials					
11. Officials of other public sector bodies	_	_	_	_	_
12. Officials from the national association of					
local authorities					
13. Union representatives regarding salaries					
and other employee-related issues		_	_	_	_
14. Union representatives regarding					
other issues					
15. Private business interests	_		-		_
16. Other leading actors e.g. from voluntary					
and other non-profit organizations					

C49 **49.** Relationships to these actors may be marked by more or less conflict or co-operation. How would you describe your relationship with the following persons or groups of persons?

	Very conflictual	Conflictual	Neutral	Co-operative	Very co- operative
	1	2	3	4	¹ 5
1. The Mayor					
2. Leaders of the political opposition3. Other politicians in the municipality					
4. Heads of departments in the municipal					
organization					
5. Other employees in the municipal organization					
6. Citizens in the municipality					
7. Journalists8. Chief executives in other municipalities					
9. Regional government officials					
10. Central government officials					
11. Officials of other public sector bodies12. Officials from the national					
association of local authorities					
13. Union representatives regarding salaries and other employee-related					
issues					
14. Union representatives regarding other issues					
15. Private business interests					
16. Other leading actors e.g. from voluntary and other non-profit organizations	У 🗖				

The National Association of Local Government Chief Executives

C50 50. Have you been a member of committees, commissions, professional groups, or

working groups appointed by the National Associa Executives within the last five years?	ation of Local	Governmen	nt Chief
□ 1 No □ 2 Yes			
If yes, please indicate for what purpose the wornecessary.	rk is/was. Ma	ke more e	ntries if
 □ Influencing national/regional legislation □ Implementing national/regional legislation □ Internal affairs of the CEO Association 			
C51 51. Below are listed a number of tasks which National Association of Chief Executive Officers. Ple in your opinion, should decide on priorities in the fut	ease indicate h	ow the Asso	ciation,
	Lower priority	Some priority	Higher priority
	1	2	3
1. Communication to members on current trends and			
important national initiatives 2. Influence the "local government agenda" in the country			
3. Professional training of members			
4. Exert influence on the implementation /-administrative adaptation of national laws			
5. Exert influence on legislation through membership of	_		

committees etc.

6. Comment on law proposals directly to Parliament,

9. Promote social relations between members

ministries, government departments and agencies

7. Ensure that members' interests are heard in the media 8. Strengthen the professional networks between members

10. Engage in union functions such as negotiations about members' salaries and working conditions

C52 **52.** How satisfied are you with the way the CEO Association carries out the following tasks?

	Very satisfied	Fairly satisfied	Not satisfied	Don't know/ irrelevant
	1	2	3	4
1. Communication to members on current trends and important national initiatives				
2. Influence the "local government agenda" in the				
3. Professional training of members				
4. Exert influence on the implementation/-administrative adaptation of national laws				
5. Exert influence on legislation through membership of committees etc.				
6.Comment on law proposals directly to Parliament,				
ministries, government departments and agencies 7. Ensure that members' interests are heard in the media				
8. Strengthen the professional networks between members				
9. Promote social relations between members				
10. Engage in union functions such as negotiations about members' salaries and working conditions				

C53 53. In the future, what priority should the CEO Association, in your opinion, attach to
these tasks compared to the present?

	Lower priority	Some priority	Higher priority
	1	2	3
1. Communication to members on current trends and important national initiatives			
2. Influence the "local government agenda" in the country			
3. Professional training of members4. Exert influence on the implementation/-			
administrative adaptation of national laws 5. Exert influence on legislation through			
membership of committees etc.			
6. Comment on law proposals directly to Parliament, ministries, government departments and agencies			
7. Ensure that members' interests are heard in the media			
8. Strengthen the professional networks between members			
9. Promote social relations between members			
10. Engage in union functions such as negotiations about members' salaries and working conditions			
working conditions			

C54 **54.** Finally, in your private life, how important is each of the following to you?

	Of utmost	Very important	Of moderate importance	Of little importance	Of very little or no
	importance 1	2	3	4	importance 5
1. Personal steadiness and stability					
2. Thrift					
3. Persistence (perseverance)					
4. Respect for traditon					