



Leaders at the Core of Better Communities

Eligibility: Who Is Eligible To Apply For The Credential?

To be eligible to receive the credential, an individual must be a Full Member of ICMA, adhering to the ICMA Code of Ethics and its rules of enforcement as a requirement of membership. A member must also be in service to local government or have clearly demonstrated a commitment and connection to the profession with in the last 5 years.

Qualifications: How Do Members Earn The Credential?

A certain combination of education, experience, and continuing professional development is required to earn the credential.

Education:

The credential requires a minimum of a baccalaureate degree. The degree must be from an accredited university.

Experience:

Executive experience includes full-time, appointed service as a manager/CAO and/or service as a senior assistant or similar position. Although the nature of the duties and responsibilities are more important than the position title, generally speaking, department head, assistant to, and administrative assistant experience does not meet the criteria for full credit. Responsibilities limited to one functional area, for example, do not qualify for full credit, while responsibilities across several functions will be considered.

Other experience can count toward the requirement on a half credit basis if the applicant currently occupies an executive (full credit) position in local government. For example, local government department head experience receives half credit. An applicant whose primary experience has been in some area other than local government (such as significant executive experience in the private sector, the military, or in other levels of government) will be given the opportunity to demonstrate how the applicant's prior experience qualifies as executive experience based on the criteria defined below. For "other" experience to receive half credit, the applicant must have been in a local government executive (full credit) position for the last three years to receive the credential or the last one year to receive Candidate status.

To receive full credit, the professional role must include **all** of the following executive level responsibilities in local government:

• Staff management

- Supervising the development and performance of staff in the organization.
- Having a continuing direct and influential relationship with operating department heads on the implementation and administration of programs.

• Financial management

- Having significant responsibility for the preparation and administration of operating budgets.

- Interpreting financial information to assess the fiscal condition of the governmental entity, determine the cost-effectiveness of programs, and compare alternative strategies.

- **Policy facilitation and implementation**

- Having significant responsibility in the development and analysis of public policy alternatives and in the implementation of policy once adopted.
- Helping elected officials and other community leaders identify, work toward, and achieve common goals and objectives.

- **Service delivery**

- Ensuring effective performance in the delivery of local government services by anticipating future needs, organizing work operations, and establishing timetables for work units or projects.
- Having responsibility for diverse, major staff and/or line functions
- Having significant decision-making responsibility

Combining Education and Experience:

The credential requires a minimum number of years of executive service that varies depending on the education of the applicant. The applicant's degree must be from an accredited university. The minimum number of years of experience:

- Masters degree in public administration or policy: 7 years
- Other graduate degree: 8 years
- Baccalaureate: 9 years

What if a Member Doesn't Yet Meet the Credentialing Requirements?

Members who do not yet meet the combined education/experience requirement but who expect to attain it within two years may apply for Credentialed Manager Candidate status. Benefits of candidate status include being able to receive the full credential as soon as an individual meets the requirements, as well as being able to plan more structured professional development activities.

EXPERIENCE REQUIREMENTS AS SENIOR LOCAL GOVERNMENT EXECUTIVE

	MPA/MPP	Other graduate degree	Bachelor's
CM	7 yrs	8 yrs	9 yrs
CM Candidate	5 yrs	6 yrs	7 yrs