

ICMA FELLOW - Job Description

DUTIES AND RESPONSIBILITIES

1. **Increases knowledge of Dakota County and the services it provides by attending the following:**
 - a. County Board Meetings
 - b. Physical Development, Community Services, and Administration/Finance/Policy Committees of the Whole meetings
 - c. Senior Management Team meetings
 - d. Agenda Reviews
 - e. Monthly Administration department financial meetings
 - f. Annual departmental budget meetings
 - g. Dakota County Administrators/Managers Meetings - with the County Administrator
 - h. Dakota County Mayor/Manager Breakfasts - at the County Administrator's discretion
 - i. Quarterly Countywide Management Team meetings

2. **Assists County Administration:**
 - a. Contributes to a variety of special projects as determined by the County Administrator and/or the Assistant to the County Administrator
 - i. 2007 examples include:
 1. Comparing prevailing wage policies with other area counties
 2. Researching a variety of business practices for the County Administrator
 - b. Contributes to and produces communications that are viewable both internally and externally to Dakota County
 - c. Assists the County Administrator and the Assistant to the County Administrator with analysis and preparation of information as requested

3. **Assists inter-departmental groups:**
 - a. Contributes to a variety of inter-departmental projects as determined by the County Administrator and/or the Assistant to the County Administrator
 - i. 2007 examples include:
 1. Developing a tobacco policy direction for Dakota County grounds
 2. Researching reverse community notification systems for the Dakota Communications Center (DCC)
 3. Assisting with citizen engagement efforts
 4. Assisting with a 3-1-1 evaluation
 5. Evaluating and comparing salary data culminating in a written report to County Administrator

4. **Develops professional skills:**
 - a. Attends professional conferences, including:
 - i. ICMA Annual Conference (Fall)
 - ii. Minnesota City/County Management Association (MCMA) Conference (Spring)
 - iii. Others as seen fit by the County Administrator (e.g. ICMA Emerging Leaders Workshop and the Association of Minnesota Counties Legislative Conference)
 - b. Participates in at least three or four Employee Development Guided Education (EDGE) courses as approved by the Assistant to the County Administrator
 - c. Spends the equivalent of eight hours a week working for a department/division outside of County Administration – with approval from the County Administrator
 - i. With the support of the Assistant to the County Administrator, the Fellow should identify two or three departments of interest. The Fellow will work with one chosen department for six months, documenting his/her work activities. At the conclusion of the six months, all parties involved shall determine if the Fellow should spend the remainder of the fellowship with said department or if another department should be selected.

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- ii. *2007 Example:* Office of Transit
 - 1. Duties include:
 - a. Writing a request for proposals (RFP) for a bus rapid transit station siting study; being contact person for the corresponding study; writing a Request for Board Action (RBA) for the selection of a consulting firm and presenting it to the County Board at a Dakota County Regional Railroad Authority meeting
 - b. Attending various Technical Advisory Committee and Steering Committee meetings

5. Builds relationships:

- a. Visits/shadows other counties to compare and contrast operations with Dakota County
- b. Visits/shadows a City Administrator/Manager within Dakota County
- c. Attends several county citizen advisory committee meetings
 - i. *2007 Examples:* Dakota-Scott Workforce Investment Board (WIB), Library Board, and the Human Services Advisory Committee (HSAC)