

Leadership ICMA

Unparalleled Professional Development for Fast Track Leaders in Local Government

INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION
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Washington, DC 20002-4290
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icma.org

OFFICIAL APPLICATION FOR LEADERSHIP ICMA

Overview

Leadership ICMA is an intensive, two-year program designed to cultivate key competencies needed for successful leadership at all levels of local government management. These competencies include: personal leadership; integrity and ethics; team building; advocacy, analytical skills, community building, communication, and media relations; strategic planning; negotiation skills; initiative, risk taking, vision, creativity, and innovation. The program also facilitates networking within the profession and enhances connections between local government managers and their professional association. Six class modules are scheduled over the course of the two-year period, including a capstone that requires participants to demonstrate their competence in the concepts presented throughout the Leadership ICMA program. Each module requires considerable preparation through assigned readings, full attendance and completion of written assignments. The class will meet 2-4 times over the two-year period. The class will be broken into teams and each team will work on a legitimate consulting project solicited through a formal RFP process from a local government client.

Eligibility

Leadership ICMA is designed specifically for those committed to a professional future in local government management.

- Applicants must be ICMA members and have at least three years of management experience in local government or a related field.
- Applicants are required to have completed the ICMA Applied Knowledge Assessment for their own edification. (Results of the assessment remain confidential and are not considered in the review of applications.)
- Employers must be willing to support the educational and travel costs associated with this program.

Tuition and materials fee is approximately \$1,795 per year plus travel costs estimated below:

Year 1:

1. Orientation: The initial orientation and team-building session is held in Washington, D.C., in early-December for three nights. Participants are responsible for travel, lodging, and board with the following exceptions:
 - Lunch and Dinner provided by ICMA on the first day
 - Lunch provided by ICMA on 2nd day
2. ICMA SEI: at the University of Virginia's Senior Executive Institute in May or June for eight days. There is a \$650 program fee for SEI. (ICMA pays the remaining tuition cost of \$1,750 per person.) Participants are responsible for travel, lodging, and board. Last year, lodging and meals for that event were \$1,550 per person, not including airfare.

Year 2:

1. Capstone meeting in AZ: The capstone project preparation meeting is held the next January or February at Arizona State University for three nights. Participants are responsible for travel, lodging, and board with the following exceptions:
 - Lunch and Dinner provided by ICMA on the first day
 - Lunch provided by ICMA on 2nd day

2. Other Travel
 - Work on Capstone: projects (travel paid by host cities)
 - ICMA Annual Conference: Participants are responsible for registration, lodging, board, and travel costs.

Application Instructions

Enrollment is ongoing. Before submitting an application, be sure that you have completed the required Applied Knowledge Assessment. Applicants must complete the attached application form and submit it along with the supporting documents described below to the address on the application checklist (the last page of this packet), to ICMA. To make it easier for you to complete, the application form is set up so that you can type in your information in the blocks provided in this PDF file. When you have completed your application, please print it out and mail it along with your signed commitment forms, references, and other supporting documents.

Application Package

In addition to the signed application form, applicants also must include the following materials:

- Resume or Curriculum Vitae
- Two Reference Forms, each signed and sealed by the person who completes it
- Commitment Form signed by the Chief Manager or Executive Officer of your organization.

Please direct any questions to Felicia C. Logan, ICMA, Director of Leadership Development at: flogan@icma.org, 202-962-3626.

Applications should be mailed to:

Nedra James
Leadership ICMA
777 North Capitol Street,
NE Suite 500
Washington, DC 20002-4201

OFFICIAL APPLICATION FOR LEADERSHIP ICMA

Full Name: _____

Job Title: _____ Organization: _____

Office Mailing Address: _____

Office City/State/Zip: _____

Office Telephone: _____ Office Fax: _____

Office Email: _____ Home Email: _____

Home Mailing Address: _____

Home City/State/Zip: _____

Home Telephone: _____ Home Fax: _____

Please contact me via: Mail Telephone Email At my: Office Home

List professional honors, awards, or publications; professional activities and volunteer activities (Attach additional sheets as needed):

How did you learn about the Leadership ICMA program?

Please provide typed responses to answer the following questions. If you are submitting paper hard copy, each enclosed sheet should have your name and the question number in the upper right hand corner. Please limit your narrative answers to 150 words or less for each item.

1. Please describe your specific duties and responsibilities or attach a job description. Be specific about what portion of the budget you are responsible for, and how many employees report to you (if applicable).
2. Please describe the most significant challenges in your work as they relate to the substance of this program (for example, negotiation or leadership skills).
3. What knowledge do you hope to gain from participating in this program?
4. How do you expect your background and experience to contribute to the program?
5. Where do you expect to be in the next five years? In ten years?
6. Describe the legacy you would like to leave upon retirement.

The contents of this application package are correct to the best of my knowledge.

Signature

Date

SUPPORTING DOCUMENTS CHECKLIST

All supporting documents must be submitted before application package is considered complete.

NOTICE: Once ICMA receives your application, copies will be made for distribution to the review panelists. Please avoid complex binding because that will slow the copying process.

○ Application Forms

Print and complete the Official Application (two pages), sign it, and include it with your application packet.

○ Resume or Curriculum Vitae

Please include one copy of your resume or CV with your application packet.

○ Two Reference Forms

Please ask two different references to each complete a Reference Form and return it to you in a sealed envelope.

○ Commitment Form

Please ask the Executive Officer or Manager of your organization to sign a commitment form to confirm your organization's support of your professional participation in this program for the full, two-year period, including the demands of participating fully in the final consulting project.

Be sure you have completed the Applied Knowledge Assessment.

Successful candidates will be notified by October 30. If accepted, you will be expected to attend the ICMA Annual Conference, which will include special Leadership ICMA activities such as a workshop on Saturday, a capstone project presentation from another class on Sunday. Applications should be mailed to:

Nedra James
Leadership ICMA
777 North Capitol
Street, NE Suite 500
Washington, DC 20002-4201

Questions? Contact Felicia Logan at: flogan@icma.org, 202-962-3626.

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