



SECTION:

ADMINISTRATIVE POLICY 55

TITLE: Management Associate Program

I. PURPOSE AND SCOPE

This policy provides direction for the implementation and operation of the Management Associate Program.

II. POLICY STATEMENT

It is the City of Avondale's policy to establish and maintain the Management Associate Program to expose those interested in city management to a wide variety of challenges found within the City.

III. POLICY PROVISIONS

A. The Management Associate will rotate through the Finance and Budget, Economic Development, Community Relations/Public Affairs, Public Works, and Human Resources Departments.

1. The positions associated with each department will remain static and the Management Associates will rotate through the positions. The positions included are:
 - a. Budget Analyst (Finance and Budget)
 - b. Economic Development Specialist (Economic Development)
 - c. Executive Management Assistant (Community Relations/Public Affairs)
 - d. Management Assistant – Public Works (Public Works)
 - e. Senior Human Resources Analyst (Human Resources)
2. The Management Associate is housed within the department they are currently rotating through and they will take on the role and responsibilities of the position within that department. For example, the Management Associate in Economic Development will be the Economic Development Specialist in the department for the duration of the rotation. The next Management Associate that rotates through Economic Development will then assume that role.
3. It is expected that department heads and their designees will be responsible for mentoring the Management Associate and exposing them to the experiences within their department that facilitates the learning of higher level processes.

4. The Management Associate shall also participate in structured activities required by the program. The structured activities may include, but are not limited to, monthly meetings with the other Management Associates and the City Manager; membership in and attendance at assigned ICMA, Alliance for Innovation, university, and/or ACMA events; attendance at assigned City Council and/or department head meetings; and cross training with the other Management Associates prior to rotating to the next department. These activities outside of the normal functions of the position are subject to change by City Management.
- B. Each rotation shall last approximately two years.
1. Rotations and new placements will occur in October of odd numbered years.
 - a. The process to determine the next placement at the time of rotation is twofold. First, the Management Associate will rank their preference one through three. Then, an interview process will take place with each of the departments and each of the Management Associates. At the completion of the interviews, the departments will provide a ranked preference, also one through three. City Management will work to align both sets of preferences to the best of their ability and make placement determinations at that time. This process will occur at the beginning of September of each year that a rotation occurs, in time for the new placements in October.
 2. If a new Management Associate joins the program in the middle of a rotation, their duration within a department will depend on the length of time until the next rotation. That is, if there is less than one year until the next rotation, the new Management Associate will stay in the current assignment until the next rotation. If there is more than one year remaining, they will move to the next position during the next rotation cycle.
- C. Should a Management Associate leave the program, an external recruitment would occur in the same manner as existing City hiring processes.
- D. Eligible candidates must possess a Master's Degree in Public Administration, Public Policy, Business Administration or a related field from an accredited educational institution recognized by the US Department of Education. Individuals with a Bachelor's Degree and at least five (5) years of City of Avondale work experience will also be considered. Individuals with a Bachelor's degree must complete a Master's Degree program before the end of the full rotation of the program.
- E. This experience will be considered management supervisory experience for promotional opportunities within the City organization.

VI. APPROVAL

A handwritten signature in dark ink, appearing to read "Charles P. McClendon", is written above a horizontal line.

Charles McClendon, City Manager

February 19, 2014

Date of City Manager's Approval