

**City Manager's Office**  
**Local Government Management Fellowship Program**  
**Post-Graduate**  
**2019**

**City of Chamblee Overview**

Chamblee is home to more than 30,000 residents. Located within the Metro Atlanta region, the city encompasses seven square miles inside the perimeter, is home to the Chamblee MARTA station and is bordered by two of the most traveled arteries in the southeast – I-285 and I-85. Chamblee also is home to the DeKalb Peachtree Airport (PDK), the Centers for Disease Control and Prevention and the Internal Revenue Service.

The City of Chamblee operates under a Council-Manager form of government that has a long-standing reputation of supporting a professional and innovative atmosphere. The City is a service-oriented organization of more than 155 employees with a budget of nearly \$32 million. Chamblee is a healthy, vibrant, safe environment and diverse community that values families and neighbors.

**Management Fellow Work Plan**

The City of Chamblee, Georgia is offering a two year post-graduate fellowship to a graduate from a public administration, public policy or related master's degree program, who wishes to learn more about local government operations through first-hand experience. The fellow works under the guidance of the City Manager, the Deputy City Manager and the Senior Management Analyst in the City Manager's Office. The fellowship offers daily participation in management operations, interaction with all department heads and staff, direct contact with residents and business owners and regular involvement with elected officials' meetings. The fellow is exposed to each department through the budgetary planning process as well as a series of rotating departmental projects. In addition to the specific duties and responsibilities identified below, the fellow may be responsible for specialized research projects as needs are identified:

- Works with City Manager on a variety of initiatives, including workflow and process improvement.
- Works with departments to review, compile and publish the budget under the City Manager and Senior Management Analyst's supervision. Participate in budget development activities including financial research and program recommendations.
- Works with the Community Engagement Specialist to create and sponsor public input opportunities related to the budget.
- Assists with at least one weekend or holiday special event held during the year. For example, Fourth of July Celebration, Summer Concert Series and Taste of Chamblee.
- Spends time learning about the various City of Chamblee operations through departmental site visits, kaizen events and shadowing.
- Attends and provide support to Chamblee 101 – an nine-week program designed to educate residents and business owners on how our city's government works, who's responsible for what and how they can be involved to make a difference.
- Attends City Council meetings held the 3<sup>rd</sup> Tuesday and preceding Thursday of each month.
- Presents at least one proposed policy or program change to the City Council.
- Makes a 5-10 minute presentation to the Chamblee City Council at the completion of the fellowship program.

- Attends ICMA Annual Conference, Transforming Local Government Annual Conference, and the Georgia City/County Management Association's spring and fall meetings.
- Attends Lean Six Sigma training to obtain at least a Green Belt.

### **Fellowship Goals**

1. To become familiar with the City Manager's Office and the city's operational processes, strategic direction and core values.
2. To practice and provide practical policy analysis.
3. To work with ongoing and assigned projects, including budgetary analysis and preparations, for a variety of departments.
4. To produce work which both assists the City of Chamblee and its citizens as well as to allow the Management Fellow to gain valuable skills and experience in municipal management.

### **Supervision and Mentorship**

The City Manager serves as the immediate supervisor to the Management Fellow and will provide mentorship and support. The Fellow will collaborate with the Senior Management Analyst, an early career professional, on a daily basis with regards to all assigned tasks. The Fellow will produce a monthly progress report and receive feedback from the City Manager. Additionally, the Management Fellow will have access to various ICMA sponsored learning opportunities as a result of the City of Chamblee's partnership with the Local Government Management Fellowship.

The City of Chamblee designed the organization of the Manager's office to support the professional growth of both the Senior Management Analyst and the Management Fellow. The goal is for staff in each position to move into a more responsible position within two to three years. The Senior Management Analyst should move into an Assistant to, Director, or Assistant Manager role either within Chamblee or in another community. The Management Fellow will have an opportunity to move into the Senior Management or Management Analyst role upon completion of their Fellowship program.

### **Program Contact Information**

For more information contact Jon Walker, City Manager, at 470-395-2310 or alternatively via email at [jwalker@chambleega.gov](mailto:jwalker@chambleega.gov)