

Position Title: Management Fellow

This position is intended to introduce recent MPA graduates to the field of municipal management via immersion in the day-to-day activities of the executive office of North Carolina's largest municipality.

The incumbent will provide general staff support in the City Manager's Office whose functions include executive leadership, policy development, support for elected officials, and intergovernmental relations.

Work activities may include:

- Policy research with particular focus on peer cities and best practices;
- Coordination of and participation in work teams;
- Project management including performance and financial reporting;
- Drafting correspondence and other communications materials for CMO projects;
- Administrative functions as backup to CMO Office Manager;
- Other duties as assigned.

The term of this position is one year, with the possibility of a one-year extension.

Job Skills

The incumbent must possess thorough knowledge of the theories, principles and practice of public administration. He/she must have working knowledge of Microsoft Office products, and a demonstrated ability to adapt to and effectively utilize changing technology. He/she must possess strong communications skills (both written and oral), and the ability to express sensitive info with tact, and complex ideas with concision. He/she must demonstrate the ability to handle multiple tasks, self-motivate, and work productively in a dynamic environment.

Compensation

\$40,000 per year. Eligible for full slate of City benefits.