



**City Manager's Office**  
**Local Government Management Fellowship**  
**2019 Program Post-Graduate**  
**\$40,000/ salary**

**City of South Fulton Overview**

The City of South Fulton was incorporated in May of 2017 and is a part of the Metropolitan Atlanta area. South Fulton is the third largest City in Fulton County and the fifth largest city in the State of Georgia, serving a population of 95,158 according to the U.S. Census Bureau report's estimate for 2016. The City's daytime population remains consistent at more than 110,000 due to the concentration of major industries and business districts located within the City, including; wholesale trade, educational services, retail trade, waste management and remediation, food services and agriculture.

The City is home to the South Fulton Parkway Corridor which runs through one of the districts and is only minutes from Hartsfield-Jackson Atlanta International Airport. The Old National Highway Corridor is one of the region's most densely populated areas and serves as the largest commercial corridor within the City's limits. The Fulton Industrial District is recognized as one of the largest industrial and business areas in the metropolitan Atlanta region, and is adjacent to the City. Portions of Camp Creek's industrial and commercial businesses are also housed within the City's borders. The City also houses the Wolf Creek Amphitheater, an outdoor recreation and concert venue.

Policymaking and legislative authority of the government is vested in the Mayor and seven Councilmembers. The executive branch of government is led by City Manager, Odie Donald II.

**Management Fellow Work Plan**

The City of South Fulton, Georgia is offering a one-year post-graduate fellowship to a graduate from a public administration, public policy or related master's degree program, who desires to learn more about local government operations through first-hand experience. The fellow works under the guidance of the City Manager, the Assistant City Manager and the Programs and Performance Administrator 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 programs and performance strategic planning process as well as a series of rotating departmental/ constituent affairs 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 the Programs and Performance Administrator on a variety of initiatives, including workflow and process improvement.
- Works with the Programs and Performance Administrator to create and sponsor public input opportunities related to constituent affairs.
- Assists with special events held throughout the year. For example, Mayor's Walk, Leadership on Location, etc.

- Attends City Council meetings held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday each month.
- Presents at least one proposed policy or program change to the City Council.
- Makes a 5-10 minute presentation to the 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.
- Helping to develop, promote and update the City's strategic plans
- Participating in the development and analysis of departmental work plans and strategic plans
- Conducting cost analysis and efficiency and effectiveness projects during budget preparation
- Participating in department head meetings and senior management team meetings

### **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 South Fulton 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 Programs and Performance Administrator 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's partnership with the Local Government Management Fellowship.

The goal is for the Management Fellow to recognize the value and rewards associated with a career as a professional in local government. The Management Fellow will have an opportunity to move into a professional role upon successful completion of their Fellowship program.

### **Program Contact Information**

For more information contact Anquilla Henderson, Director Human Resources, at 470-809-7717 or alternatively via email at [anquilla.henderson@cityofsouthfultonga.gov](mailto:anquilla.henderson@cityofsouthfultonga.gov)