

Position Details

Position Information

Position Title	City Management Fellowship
Pay Grade <u>Pay Grid</u>	12 Annual Min. & Max.: \$31,899-\$46,484 Bi-Weekly Min. & Max.: \$1,226.88-\$1,787.84 40-Hour Min. & Max.: \$15.336-\$22.348
Job Code	09950
FLSA	Exempt
Division	ADMINISTRATION (City Manager)
Job Description Summary	This is a two-year professional development program that offers Fellows an opportunity to learn about the city management profession. Fellows will serve as members of the Senior Management Team and will have the opportunity to tour facilities and observe division work throughout the organization including touring a wastewater treatment facility, solid waste collection center, landfill, fire department facilities and police headquarters.
Work Performed	Works with a variety of projects involving interaction with the City Manager's Office, department directors and City Council members. Provide support to Council Members by conducting research on policy matters and responding to citizen requests. During the budget process, the position will collect, research and edit answers to questions that City Council members ask during the various budget workshops. Performs various special projects involving policy research, drafting documents and information collection from a variety of sources. Participates in Senior Management Team meetings. Meets with City Manager on a monthly basis to learn about specific reasons for management decisions and about the overall management philosophy. Performs related duties as needed or assigned.
Minimum Qualifications	Successful completion of all coursework with a GPA of 3.5 on a 4.0 scale or higher for a Master's degree in public administration or a closely related field such as public policy or public affairs prior to start date. Applicants are eligible to apply if they still need to complete and internship, thesis or comprehensive exam, as long as all course are completed prior to start date. Ability to operate a computer and experience with Microsoft Office products preferred. Ability to work cooperatively and establish strong working relationships with all contacts. Ability to deal with frequent changes, delays, or unexpected events. Ability to manage challenging or emotional customer situations and respond promptly to customer needs. Ability to organize workload and comply with priorities and deadlines. Ability to prepare oral and written reports, presentations, and recommendations. Ability to learn and interpret laws, ordinances

	and regulations.
Supervision Exercised	None.