



# Management Fellow Work Plan

Under the direction of the Senior Management Analyst, the Management Fellow will perform developmental-level professional work for the Administration & Finance Department and participate in, and lead a variety of projects contributing to the continued success of various organization-wide initiatives. Duties and responsibilities will prepare the Fellow for a successful career in local government. Focus areas may include:

- Diversity, equity, and inclusion
- Hiring and recruitment
- Grant applications and/or grant management
- Youth civic engagement
- Environment and sustainability
- Performance management
- Employee engagement and organizational development

Although we anticipate customizing the Fellow's work plan based on their interests and goals, the following duties and responsibilities will form the basis of their routine:

- Perform development-level professional administrative work, research, and analysis in support of the City Administrator's office.
- Interact regularly with personnel from other departments to ensure effective interdepartmental communication and maximize operational effectiveness.
- Respond to citizen inquiries/requests and resolve issues within assigned scope of responsibility in a timely manner; referring more complex issues to the Senior Management Analyst for resolution.
- Assist with developing and implementing projects and programs impacting one or more city departments.
- Attend and participate in various organizational meetings and meetings of the City Council and Council advisory boards as directed.
- Perform other duties and responsibilities as assigned.

In addition to work assignments with great significance to the organization, the Fellow will be expected to spend time on their own development, through shadowing or attendance at typical local government management meetings. As such, the Fellow will work closely with all three ICMA members in the City Administrator's Office: City Administrator, Assistant City Administrator, and Senior Management Analyst. This will include monthly mentorship meetings, project updates, and shadowing opportunities.

This is a full-time position including full benefits at \$18/hour. We anticipate this is a term limited one-year position beginning in June 2021 (earlier start date negotiable).