
VLGMF Fellowship Program Course Design

Welcome to your fellowship with Jefferson County. This unique opportunity will provide you with firsthand experience of what a career is like in public service. As a fellow you will have the opportunity to experience a wide range of training based on your experience and interest. This guide will help to assist you in choosing your career path as you spend your next 16-20 weeks in the County.

All Fellows will complete the following:

Training Week	Subject	County Lead
Week 1	New Employee Orientation/Computer Access/Badging/ Interview and Resume Refinement	Human Resources
Week 2	Key Leader Development/ County Overview/Commissioner Hearings/Planning & Zoning Commission Hearings/ Mentorship Session and Counseling/	Mentor
Weeks 3&4	ICMA Course Requirement/ Reading Assignment Half Time by Bob Bufford	Mentor
Weeks 5-10	Project Assignment	Resilient JEFFCO
Weeks 11-15	Track (Choose from one Track)	Various
Week 16	Project Wrap Up/ Exit Interview	Mentor

Select One Track:

Logistics Track: You will gain a broad understanding of the planning and implementation of operations throughout the County.

Weeks 11	Planning & Zoning (Case Management/Shadow)	Director Planning and Zoning
Week 12	Open Spaces (Field Work)	Parks Director
Week 13	Airport Operations (Shadow)	Airport Director
Week 14	Road and Bridge (Shadow)	Road and Bridge Director
Week 15	Budget Management (Shadow)	Budget Director

Social Work Track: You will gain a broad understanding of the issues surrounding homelessness, aging, employment, parenthood, and incarceration.

Weeks 11-12	Human Services (Field Work)	Human Services Director
Week 13	Mental Health and Veteran Population (Shadow)	Sherriff
Week 14	Justice Services (Field Work)	Justice Services Director
Week 15	Open Spaces (Field Work)	Parks Director

Business Track: You will gain a broad understanding of how the county's business functions serve internal as well as external customers.

Week 11	IT (Field Work)	IT Director
Week 12	Airport	Airport Director
Week 13	Public Affairs (Shadow)	Public Affairs Office
Week 14	Jefferson County Economic Development Corporation	Executive Director JEFFCO EDC
Week 15	Planning and Zoning	Director of Planning and Zoning

County Infrastructure Track: You will gain a broad understanding of the role of the organizations that construct and maintain the county's infrastructure.

Weeks 11	Airport Operations (Shadow)	Airport Director
Week 12	Transportation and Engineering	Director of T&E
Week 13	Facilities Management	Director of Facilities Management
Week 14	Public Affairs (Shadow)	Public Affairs Office
Week 15	Fleet	Director of Fleet

General Track: You will gain a broad understanding of the role of local government across all departments.

Week 11	Human Services	Director of Human Services
Week 12	Fleet & Facilities Management	Deputy County Manager
Week 13	Planning & Zoning	Director of Planning and Zoning
Week 14	Open Spaces	Parks Director
Week 15	Budget & Accounting	Finance and IT Director

Hybrid Track: Schedule can be amended or developed depending on the Fellows interest and needs of the county.

Weeks 11-15	Fellow's Choice	Various
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Additional Involvement throughout your Fellowship will include:

* County Onboarding
* Fatherhood Course
* Monthly Leadership JEFFCO
* Jefferson County Business Day
* ELGL Fellowship Dinner
* MT Carmel Tour
* Weekly Commissioner's Board Meeting (Tuesday)
* Weekly Planning Commission (Wednesday)
* Monthly City Manager's Meeting
* Weekly County Manager Leadership Team Meetings
* Monthly Elected Officials Meetings

**Select one development course through HR. Example: Seven Habits of Highly Effective Leaders, Project Management, Happiness Advantage, etc.*

** Each Fellow will write a 500-word article that discusses his/her experiences along with developing and providing a presentation to the Board of Commissioners on the project assigned.*