

ICMA MANAGEMENT FELLOW

The City of Hayward seeks to design a fellowship program that will provide comprehensive work experience for graduate students interested in a career in local government. Upon completion of this program, the Fellow will be prepared to function at a management level within a large municipality.

The goal of the program is to provide the following:

- a better understanding of local government at the management level that encourages and promotes professionals to consider public service as a profession
- development of skills and knowledge needed by local government managers, through hands-on experience, observation and active involvement in various areas of public administration
- experience working on management level projects from a diverse selection of departments
- interaction with staff, Council and members of the Hayward community.

DEFINITION

The Fellow will have a diverse role, assisting staff professionals, managers, and Executive Team members with developing and creating new programs, working on special projects and assignments, participating in committees, and preparing and presenting reports, letters, and memorandums. The Fellow may rotate throughout various City Departments including, but not limited to: the City Manager's Office, Finance Administration, Human Resources, Development Services and Library and Community Services.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification as a part of the Local Government Management Fellowship (LGMF) program; this position is for graduate students planning to pursue a career in the public sector. The exact nature of work is dependent upon the specific department and/or project to which the Fellow is assigned.

SUPERVISION RECEIVED

General direction will be provided by the Director or Manager within each division where the Fellow is working.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

ESSENTIAL DUTIES (continued)

Provide support to many functions of the City including, but not limited to: the City Manager's Office, Finance Administration, Human Resources, Development Services and Library and Community Services.

Assist in the development and implementation of goals, objectives, policies, and priorities.

Conduct research, studies, surveys and analyses on operational and administrative issues including issues raised by Council and/or Management staff.

Review and recommend improvements to budgeting and reporting procedures; assist in the development and implementation of new procedures.

Confer with Department Directors and employees regarding policy and procedure changes.

Analyze, interpret, and apply policies and procedures.

Effectively organize and coordinate work assignments with different departments.

Respond to requests for information and advise City departments, governmental agencies, and the public regarding City policies.

Coordinate activities within various City departments and divisions, and with outside agencies.

Participate in various trainings and programs with topics such as ethics, diversity, quality customer service, etc.

Attend management meetings, Council meetings, and other relevant meetings including the annual the International City/County Management Association (ICMA) conference.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Functions, principles, practices, and techniques of public administration.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of:

Principles and practices of management and supervision.

Research techniques, sources and availability of information, and methods of report presentation.

Applicable federal, state, and local laws, rules and regulations pertaining to local government operations.

Ability to:

Analyze a variety of administrative problems and to make sound policy and procedural recommendations.

Analyze, interpret and explain department policies and procedures within broader City policies.

Communicate clearly and concisely, orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Prepare complete and accurate reports.

Establish and maintain effective working relationships across all levels.

EXPERIENCE AND EDUCATION

Students holding or earning a master's degree in public administration/management, public policy, public affairs, or related fields from an academic institution that is a **member** of the National Association of Schools of Public Affairs and Administration ([visit NASPAA for a list of member schools](#)) are eligible to apply for the fellowship.

The degree will have been completed by late summer of the calendar year. For example: a 2014 Fellowship candidate will have completed his or her degree by late summer 2014. In some cases, degrees received prior to the current year are acceptable; these are considered on a case-by-case basis. For more information, candidates must contact the LGMF program directly.

Candidates will be selected on the basis of their academic performance, demonstrated leadership

EXPERIENCE AND EDUCATION (continued)

potential, commitment to public service, communication skills, initiative, creativity, and positive attitude. In general, fellowships begin after the student's graduation, or at an alternative agreed-upon time between the Fellow and the host local government.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodations.

DURATION OF FELLOWSHIP PROGRAM: One (1) Year

January 2014

APP GROUP: 15
FPPC STATUS: Designated
FLSA STATUS: Exempt