

EXHIBIT A - MANAGEMENT FELLOW CLASSIFICATION



CLASS SPECIFICATION

CLASS TITLE: Management Fellow

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, City Clerk, Finance, Human Resources, Community Development, Public Works, Parks and Recreation Services.

DISTINGUISHING CHARACTERISTICS:

This is a limited-term classification, with a duration of no more than one year, designed 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. General direction will be provided by the Director or Manager within each division where the Fellow is working.

EXAMPLES OF DUTIES:

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

- Provide support to many functions of the City including, but not limited to: the City Manager's Office, City Clerk, Finance, Human Resources, Community Development, Public Works, Parks and Recreation 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 and conferences.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Functions, principles, practices, and techniques of public administration.
- Principles and practices of project management.
- 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.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

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.

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

Special Requirements:

Possession at time of hire and continued maintenance of a valid driver's license is required. Independent travel and attendance at meetings outside the normal working hours will be required.

Employment Type: Limited Term/At-Will

Bargaining Unit: AMPX (No Management Leave or Cell Phone Stipend available)

FLSA Status: Exempt

Established: April 2020

Class Code: 60450