



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### **MANAGEMENT FELLOW (TWO YEAR LIMITED TERM INTERNSHIP)**

#### **DEFINITION**

Under the direction of the Town Manager, the Management Fellow performs entry-level, professional work for the Town Manager's office and supports, participates in and/or leads a variety of projects contributing to the continued success of various organization-wide initiatives. Duties and responsibilities are designed to further prepare the incumbent for a successful career in local government.

#### **DISTINGUISHING CHARACTERISTICS**

This is a two year limited duration professional internship. This position is FLSA Exempt and is an "At-Will" position.

#### **SUPERVISION RECEIVED**

Supervision is provided by the Town Manager and/or designated Department Head or Management Team member based on project assignment. This position generally does not supervise other Town employees.

#### **ESSENTIAL DUTIES**

The Management Fellow will perform a variety of entry-level, professional administrative work, research, and analysis in support of the various operations in Town Manager's office or other departments. The work performed by the Management Fellow will be highly visible and have a direct impact on the organization. Typical assignments/projects will involve public relations, civic education programs, website and social media coordination, serving on internal/external committees, assisting with the operating and capital budgets, policy and procedure review and development, and a good balance of administrative, support and operational responsibilities.

#### **Routine Job Duties/Responsibilities**

- Perform entry level professional administrative work, research, and analysis in support of the Town Manager's office.
- Provides staff support to Town Council and selected committees on assignment. Assists the Town Manager through the preparation of letters, responding to Town Council member inquiries, memorandums, research reports, legislative analysis, and handling of special projects.
- Interact regularly with personnel from each department to ensure effective interdepartmental communication and maximize operational effectiveness.

- Performs entry level program analysis, organizational and administrative field studies, and statistical analysis of research data.
- Report's findings of research or study to Town Manager or other Management Team staff and elected officials in writing and in person.
- Responds to citizen inquiries/requests and resolves all issues within assigned scope of responsibility in a timely manner. Refers more complex issues to the appropriate Department Head, other Management Team staff or Town Manager for resolution.
- Acts as project manager on town wide projects on assignment.
- Assist Town Manager in determining work procedures and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Assist with developing and implementing projects and/or programs impacting one or more Town departments.
- Assist Town Manager in public information functions including creation and editing of press releases, coordination of town-wide newsletter articles, and town website content management. and other informational efforts.
- Assist with the annual budgetary process by inputting data, performing appropriate analysis, and preparing necessary reports.
- Attend and participate in various organizational meetings and meetings of the Town Council and Council Ad-Hoc committees as directed.
- Provides administrative support work as necessary given lean staffing structure of the Town.
- Performs work of a confidential nature.
- Perform other duties and responsibilities as assigned.

## **QUALIFICATIONS**

Requires a Master of Public Administration (or student who has completed all MPA coursework) or equivalent degree by July 1 and at least 6 months of related work experience. Applicable Internships (paid or non-paid) will satisfy the experience requirement. The ideal candidate will have a general knowledge of municipal government operations and be proficient with Microsoft Word, Excel, Power Point and related applications. Applicants must have demonstrated interest in working in a small local government agency.

## **Knowledge/Skill/Ability**

### **Knowledge of:**

- Principles, methods, and practices of public administration, municipal finance, budgeting, research techniques, planning, or other closely associated disciplines.
- Communicate in English language by phone, or in person in one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

- General knowledge of municipal governments, Town regulations/codes and ordinances.
- Proficiency with PC's, computer software and applications including spreadsheets, presentation, and publishing.
- General knowledge of office equipment, including photo copier, telephone, facsimile, calculator, shredder, etc.

Ability to:

- Organize, direct and coordinate projects and meetings.
- Handle confidential information in a sensitive manner.
- Handle multiple demands and competing priorities.
- Work independently after receiving initial guidance.
- Perform Basic mathematical skills (adding, subtracting, multiplying).
- Meet and deal tactfully with the general public, elected officials, vendors, employees and citizens.
- Learn job-related material primarily through oral instruction and observation which takes place mainly in an on-the-job training setting.
- To define problems, collect data, establish facts, and draw valid conclusions.

**Working Conditions**

Work is performed primarily in an office environment, which includes exposure to computer screens. Primary functions require:

- Sufficient physical ability and mobility to work in an office setting.
- Sit and answer phones/use computer equipment on a continuous basis.
- On a frequent basis must be able to stand, walk, sit, talk and reach with hands and arms.
- Occasionally lift, bend, stoop and retrieve files and boxes weighing up to 25 pounds.
- Operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard.
- Work with the public that may be angry or upset.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**OTHER REQUIREMENTS**

*License*

Ability to obtain and maintain a valid California Driver's License

Approval: \_\_\_\_\_  
Town Manager

Resolution No. \_\_\_\_\_

Effective Date: