

## 2015/2016 ICMA Fellow Work Plan

### 1. Increases knowledge of Dakota County and the services it provides by attending a variety of the following meetings (as selected and approved by supervisor/mentor):

*County-wide ongoing opportunities:*

- a. County Board Meetings
- b. Physical Development, Community Services, and Administration/Finance/Policy Committees of the Whole meetings
- c. Senior Management Team meetings
- d. Agenda Review (Board or Committees)

*Selected other potential meetings and events:*

- e. Monthly departmental financial meetings (with Finance)
- f. Annual budget setting workshops with the Board (summer)
- g. Annual departmental/division budget meetings with Administrator (summer) and with Commissioners (winter)
- h. Dakota County/City Managers monthly meetings (with County Manager)
- i. Legislative Workgroup
- j. Enterprise Technology Group (ETC)
- k. Measure and Improve Team

### 2. Assists County Administration/ICMA Qualifications:

- a. Assist with the annual departmental budget summary and meet regularly with Financial Services. (Financial Analysis/Budgeting)
- b. Assist with quarterly board priority updates and development of annual board priorities. (Strategic Planning/Facilitating Board Effectiveness)
- c. Assist in maintaining the County Policy and Procedures Manual (excluding Employee Relations policies), ensuring accuracy, availability, and regular and periodic review in consultation with County departments, the County Administrator, and the County Attorney's Office; provide interpretation of County Board policies and resolutions. (Professional and Organizational Integrity)
- d. Prepare policy analysis and recommendations for Administrator's consideration on assigned issues; assists with the implementation of new or revised County policies. (Analysis/Professional and Organizational Integrity)
- e. Prepare Requests for Board Action (RBAs) and compose correspondence replying to various inquiries from County departments, elected officials; governmental agencies, and the general public, on behalf of Administration. (Interpersonal Communications/Empowerment)

### 3. Develops professional skills:

- a. Professional association membership and participation, such as:
  - i. ICMA
  - ii. Association of Public Management Professions (APMP)
  - iii. Minnesota City/County Management Association (MCMA)
- b. Participate in Employee Development Guided Education (EDGE) courses as approved by supervisor/mentor (and/or help development of OPA-led course)
- c. Depending upon funding and approval, attend professional conferences, such as:
  - i. ICMA Annual Conference (Fall)
  - ii. MCMA Conference (Spring)
  - iii. Others as seen fit by supervisor/mentor

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### 4. Builds relationships (*as selected and approved by supervisor/mentor*):

- a. Visits/shadows other counties to compare and contrast operations with Dakota County
- b. Visits/shadows a City Administrator/Manager within Dakota County
- c. One-on-One meetings with members of the senior management team
- d. Visit/shadow County operations to see firsthand, such as:
  1. Juvenile Service Center
  2. Jail
  3. Dakota Communications Center
  4. Byllesby Dam
  5. Snowplowing
  6. Ride along with Sheriff's Deputy
- e. Attends county citizen advisory committee meetings, such as:
  1. Dakota-Scott Workforce Investment Board
  2. Extension Committee
  3. Human Services Work Group
  4. Library Advisory Committee
  5. Personnel Board of Appeals
  6. Planning Commission
  7. Public Art Citizen Advisory Committee
  8. Special Board of Appeal and Equalization
  9. Vermillion River Joint Power Board
  10. Zoning Board of Adjustment

### 5. Additional Projects.

- Assist in the implementation of a countywide volunteer approach
- Assist in analysis and implementation regarding technology and citizen engagement
- Assist in preparation and planning regarding new Commissioner Orientation

### 6. Integrate learning and relationships through Fellow Interaction. Below are options that will be formalized further into the Fellowship year:

- a. Monthly lunches
- b. Monthly non-county sponsored after work activities.