



Arlington ICMA Management Fellow Work Plan

Arlington is a world-class residential, business and tourist location that was originally part of the “10 miles square” parcel of land surveyed in 1791 to be the Nation’s Capital. It is the geographically smallest self-governing county in the United States, occupying slightly less than 26 square miles. Arlington maintains a rich variety of stable neighborhoods, quality schools and enlightened land use, and received the Environmental Protection Agency’s highest award for “Smart Growth in 2002. Home to some of the most influential organizations in the world-including the Pentagon-Arlington stands out as one of America’s pre-eminent places to live, visit and do business.

Its distinctive urban/metropolitan community offers cultural diversity and an excellent environment for residents, businesses and visitors. About 40% of the residents are Hispanic, African-American, Asian, or multi-racial. One in four residents was born outside the U.S. One in three speaks a language other than English at home. Arlington employs a diverse workforce of approximately 3,700. Arlington County Government’s employees are its most important asset. Arlington’s foundation is based on high quality service and six key principles: commitment to employees, diversity/inclusion, empowerment/accountability, teamwork, leadership, ethics/stewardship.

An Arlington County ICMA fellow will work with various divisions and the County Manager’s office to gain a thorough understanding of local government operations under a County board and County manager form of leadership.

The goals for the Fellow will be to:

1. Gain a thorough understanding of local government operations
2. Participate in short-term projects with 3-4 different divisions
3. Facilitate the educational learning through hands on involvement
4. Assist in career decision-making re: career in local government operations.

To facilitate this process, the fellow will participate in a variety of learning and work processes:

1. The Fellow will receive a broad overview of Arlington County Government and the various functions through the County orientation program, participating in Pathways learning courses designed specifically to review specific functions such as County government structure, the budgeting process, human resources, etc.

2. The Fellow will work closely with a mentor in the Human Resources dept. to coordinate rotational assignments on a quarterly basis and to gauge progress toward established goals.
3. The Fellow will be assigned short-term projects with each rotational assignment individually and/or as part of a team.
4. The Fellow will attend and participate in departmental staff meetings and County-wide meetings as well as have the opportunity to participate in various training programs. The Fellow will interact with various employees in County-wide departments, citizens and business representatives.
5. Arlington County prides itself on the high level of citizen participation and on its responsiveness to citizen concerns. The Fellow will have the opportunity to observe this interaction through attendance at County Board meetings, advisory group meetings and participation in neighborhood civic associations, as well as community service organizations.

As an ICMA Fellow, the Arlington County Fellow will have the opportunity to participate in the annual ICMA conference.

Arlington County is pleased to offer an ICMA fellow the opportunity to experience local government at its “best”. All customized rotations will be in alignment with the guiding mission of Arlington:

- To ensure high quality services
- Provide outstanding customer service
- Provide good value to taxpayers
- Foster economic and fiscal sustainability
- Enhance Arlington’s reputation as a high performing, learning, caring organization
- Continue to be an “employer of choice”

For additional information about Arlington County, please contact Wanda Fells, Division Chief-Recruitment/Staffing at (703) 228-3451 or wfells@arlingtonva.us or reference our website at www.arlingtonva.us.