



ICMA MANAGEMENT FELLOW WORK PLAN CITY OF LANCASTER, TEXAS

About Lancaster

Established in 1852, Lancaster is a proud community landmarked by its charming Historic Town Square. Residents and newcomers are invited to explore the distinct identity that sets the City of Lancaster apart. With an array of cultural and recreational activities to choose from within close proximity, residents and visitors can enjoy a trendsetting community that promotes diversity, engagement, and values great customer service and serves as an intricate part of the Dallas/Ft. Worth Metroplex. Emerging as a significant regional transportation hub, with its own regional airport, a freight rail line and three major interstate highways (IH 20, IH 35E & IH 45) within or in close proximity, the City of Lancaster is located in the southwestern portion of Dallas County, approximately 15 minutes south of Dallas.

The Government

The City of Lancaster works under the Council Manager form of government with 300 employees and a budget of over \$64 million. The City of Lancaster adopted a Home Rule City Charter in 1956. Pursuant to the Charter, the City Council is comprised of 6 single-member districts and a mayor elected at-large. All members serve 3-year staggered terms. The City of Lancaster is a full-service City that offers fulltime fire, and police, public works, planning & zoning and neighborhood development.

Our Purpose

The City of Lancaster seeks to provide a compelling and comprehensive work experience for an ICMA Local Government Management Fellow interested in pursuing a career in municipal government. Our goal is to engage the ICMA Fellow in meaningful projects that will prepare him/her for a successful career in professional local government management, and expose him/her to innovative and cutting-edge ideas and best practices. The senior executive management team of Lancaster is committed to advancing the profession by helping to prepare the next generation of local government managers for leadership and success.

The Fellow's Position

The management fellow will be a crucial member of the City Manager's Office, and will serve alongside the Assistant to the City Manager. The Fellow will be expected to contribute high-level work as if they were a seasoned local government professional. With a City Manager's Office comprising of only six members, the fellow will have immediate and unfettered access and exposure to the day-to-day operations of managing a City.

The fellow will also perform the following duties:

1. Analyze budget needs and requests throughout a full-service municipal organization.
2. Work directly for the manager and with other members of the Executive Leadership Team in support of the Mayor and City Council goals.
3. Perform research and information-gathering duties on a wide range and discover best practices and present those to the leadership team as well as the City Council.
4. Perform special projects for the City Manager as required to achieve the goals of these projects
5. The fellow should plan to work 40-60 hours each week. In some cases, 80 hours will be required.

Fellow Goals

1. To become familiar with the City of Lancaster's professional standards, operational processes, strategic direction and the implementation of plans;
2. To work on multiple on-going projects across multiple departments simultaneously;
3. To produce products and services that assists the City of Lancaster and its citizens, and allows the Fellow to gain valuable skills in municipal complexities and management;
4. The fellow will attend all public meetings unless otherwise directed;
5. The fellow will attend weekly department head meetings;
6. The fellow will direct volunteers;
7. The fellow will have an opportunity to apply to for the grading of grants at the State and Federal levels;
8. The fellow will attempt to write at least three grants;
9. The fellow will be heavily involved in research and strategy development.