

City of Loveland

Local Government Management Fellowship

2012-2013

Management Fellowship

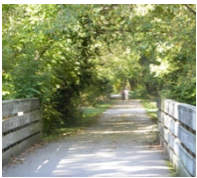
The Management Fellow will be a crucial member of the City Manager's Office. The Fellow will be expected to contribute high-level work product as if they were a seasoned local government professional. The work will be that of a generalist, and the Fellow will not be pigeon-holed in one area of municipal governance. Instead, Loveland's Management Fellow will be expected to shift focus from human resources to budgeting, from customer service to Council agenda preparation, from working on the website to writing a grant, all in the space of one day.



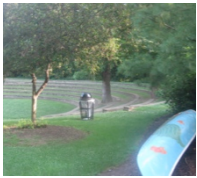
If the Fellow has areas of interest, however, many assignments will be tailored to expose the Fellow to those particular sub-disciplines of municipal government. For example, Michelle Knowland, the City's 2010-2011 Management Fellow, had a particular interest in economic development and was involved from the start in the Loveland Station project. This included high level meetings with the developer, attorneys, bond counsel, City Council executive sessions, residents, the Planning and Zoning Commission, and others. Michelle's role in this project was not that of a passive observer and she had the opportunity to dig deeply into a complex, \$15 million project. Michelle also was at the table during union negotiations, and while she did not know she had an interest in human resources before that experience, she developed one after her involvement in the collective bargaining process.



The Management Fellowship at the City of Loveland has the potential to last beyond the typical twelve month contract. If the 2012-2013 Fellow meets expectations, it is expected that the Fellow can be offered either an additional one year contract or be promoted to Management Analyst depending on the City's budget situation. This opportunity at the City of Loveland therefore has the potential to offer the perfect training ground to the individual looking to embark on a career in city management because it holds the promise of more than one year in a high functioning, fast-paced work environment. The Management Fellow candidate should also be evaluating whether he or she wishes to stay at the City of Loveland for more than one year. Loveland will offer a rich and rewarding year of experience, but the ideal candidate will have a passion not just for public service, but for service in the Loveland community.



While the projects are varied throughout the year, experience indicates there will be a definite pattern to the twelve month fellowship. The fellow should plan to work primarily on the next year's budget in September through November. This will include participating in all budget meetings, developing graphics, overseeing the capital improvement program, and making a presentation to City Council and the City's Finance Committee. Evening meetings and after-hours work should be expected during this three month period of time. December is typically busy with overseeing (with help from the Human Resource Manager) the City's annual open enrollment process. The Fellow will meet with all full-time employees one-on-one to go over benefit selections for the next year. The Fellow must have a mastery of benefit options and the implications of benefit selections to succeed. March is busy with overseeing the City of Loveland's performance measurement submissions to ICMA.



Past Fellowship Projects



- Oversee city wellness program
- Oversee interns to design Budget Sustainability workshop
- Grant writing and implementation of pilot programs such as the Paper Elimination Project through Duke Energy Foundation grant that provided iPads to City staff and Council, saving 60,000 pieces of paper each year.
- Public Information Officer, which included writing press releases, creating monthly newsletter, and managing website content
- Assist in labor negotiations, grievances, arbitrations
- Assist on economic development initiatives and business recruitment efforts
- Liaison with community organizations: Loveland Arts Council, Chamber of Commerce, the Senior Services Committee
- Support to the Loveland Farmers Market
- Provide data analysis on variety of projects with financial implications
- Support to Department Heads including zoning interpretation, property maintenance inspections, recreation league field usage, and serve on various committees
- Various special projects and events



City Manager, Tom Carroll

Loveland's City Manager, Tom Carroll, started his career as a year-long Management Intern in Longmont, Colorado. Tom understands well from his own experiences what makes the one-year experience a rewarding, worthwhile and challenging experience. And while the work will be a challenge, it is important to note that the City's team strives to have fun and find the right work-life balance.



For the right person, the City of Loveland's Management Fellowship promises to be the best way to start a successful career in city management.

