

City of Newark, Delaware
ICMA Local Government Management Fellowship Program
Work Plan

About City of Newark, Delaware

Centrally located between New York City and Washington, D.C, the City of Newark is right off Interstate-95. A quick 45 minutes from Philadelphia, this “Great American Main Street Award” winning community continues to evolve and position itself as a progressive municipal government. The Chesapeake Crescent Initiative recognized this in 2014 by naming the City of Newark as its initial pilot city coalition partner for the “Safe + Smart Cities”. With a population over 32,000, the City of Newark is a community rich in history. The University of Delaware is centrally located within the 10 square miles incorporated boundaries, and provides a vibrant town-and-gown setting.

The City employs over 225 full-time staff members and operates a full-service city providing water, sewer, and electric services to the community. Downtown on and off street parking operations are municipally managed, as well as the local Alderman’s Court.

Commitment to ICMA Fellow Engagement & Development

- Attendance at the annual ICMA Conference
- Payment of ICMA membership
- Participation and attendance at Delaware state chapter of the National Public Employer Labor Relations Association (NPELRA/DELPELRA)
- Attendance at the City Managers Association of Delaware (CMAD) events
- Attendance at City Council meetings
- Mentorship by the Deputy City Manager and City Manager

ICMA Fellow Work Plan & Responsibilities

- Work with each division of the City Manager’s Office including:
 - Administration
 - Human Resources
 - Purchasing
 - IT
- Lead a Personnel Manual review and update; make recommendations and work directly with the Deputy City Manager and HR Administrator on needed compliance.
- Analyze weekly City fleet GPS data; draft reports to the Deputy City Manager regarding findings based on established benchmarks with outreach to the department directors.
- Attends management staff meetings and participate as directed.
- Participate in the annual budget hearings and all elements of the budget process.

- Assist the Deputy City Manager and HR Administrator in labor relations and human resources including:
 - Risk Management investigations
 - Develop a proactive employee training program
 - Develop a responsive employee program for on-the-job related injuries and vehicle accidents
- Lead the redevelopment of the Employee Safety Committee as guided by the Deputy City Manager.
- Complete research and develop assessment reports for miscellaneous projects, for the City Manager's Office and other City departments, as directed by the City Manager.
- Complete grant submissions; award and recognition applications and other similar projects as directed by the City Manager.
- The opportunity to work with any City department, as approved, to engage in other professional interests not exclusively noted above.

ICMA Fellow Status, Compensation & Additional Information

- Fixed salary range of \$35,000 - \$45,000 depending on qualifications
- Full-Time, one (1) year term with a mutual agreement requirement for second year option
- Full medical benefits provided, individual only
- Participation in ICMA-RC deferred compensation savings plan
- Reports to the Deputy City Manager
- For additional information on the position, contact Deputy City Manager Andrew S. Haines at ahaines@newark.de.us and general City information can be found at www.cityofnewarkde.us