

JOB DESCRIPTION  
**Management Fellow**  
City Manager



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

Human Resources Department  
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Newport News, VA 23606  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under direct supervision, this position provides an aspiring local government professional with the experience and exposure necessary to create a successful underpinning to a long and productive career in administration. The successful fellow will be given the opportunity to play a key role in a myriad of high-priority City projects, and contribute to the organization at the executive leadership level; thrive in an environment that recognizes potential; and gain unique exposure to City operations.

This is a time delimited position. The successful applicant is anticipated to service the City for up to 12 months with periodic performance appraisals.

## **ESSENTIAL JOB FUNCTIONS**

The Management Fellow will perform research and policy analysis on high-level issues of concern for the organization Report research findings to the City Manager and/or other executive staff in writing and in person, respond to requests from citizens, community organizations, and employees, participate in the City budget and/or strategic planning process.

Attend City Council, department meetings, and related management discussions and provide follow-up briefings to staff as requested, coordinate and track follow-up items from City Council meetings, plan and coordinate various meetings and events, review, update, and implement department policies and procedures.

Projects as determined mutually through collaboration with the City Manager and Mentor suited to the knowledge and passion of the fellow, conduct special research projects, including gathering, compiling and analyzing information; provides alternatives and makes recommendations on courses of action;

Anticipated areas of focus and projects will include but are not limited to:

- Annual operational and CIP budgets
- Innovation Office establishment
- Choice Neighborhood Initiative (CNI) Implementation process
- Citywide redevelopment efforts
- Facilities infrastructure group/process
- HR recruitment and succession planning

Manage the recruitment and hiring process for new management fellow

Performs other duties as assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### **REQUIRED KNOWLEDGE**

- Public administration principles and practices functions, programs, and policies within a municipality
- Methods, principles, and techniques associated with research, data collection, and report writing
- Understanding of the principles and processes for providing customer services
- Knowledge of office electronic equipment, computer hardware and software

### **REQUIRED SKILLS**

- Develops and maintains cooperative and professional relationships with leadership, employees, citizens, community and private organizations, elected officials, boards and commissions
- Uses logic and reasoning to analyze complex situations and researches information to identify the strengths and weaknesses to provide management with data and reporting

### **REQUIRED ABILITIES**

- Work independently and establish effective working relationships with employees at every level of the organization
- Formulate and recommend policies and procedures related to municipal administration
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Prepare and present accurate and reliable reports containing findings and recommendations; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines

### **EDUCATION AND EXPERIENCE**

Requires a master's degree in public administration, public policy, public affairs, or related area. Students who are currently completing their Masters but require a year-long internship to fulfill degree requirements will also be considered. Prior experience in state and local government is preferred

### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

### **ENVIRONMENTAL HAZARDS**

Essential functions are regularly performed without exposure to adverse environmental conditions.

### **PHYSICAL AND DEXTERITY REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

# City of Newport News Management Fellowship Program

## About the Program

The City's brand new Management Fellowship Program has been established with the goal of attracting and developing talented employees for the organization. The Program exposes participants to the challenges confronted by local governments, as well as the innovative approaches used to address these challenges.

Throughout the course of the 12-month Fellowship, the Fellow will be supervised by an Assistant to the City Manager. Additionally, the Fellow will receive mentorship and support from other senior-level positions within the Office, including the City Manager and our two Assistant City Managers. Finally, the Fellow will have access to valuable ICMA sponsored professional development opportunities as a result of the City's partnership with the Association's Local Government Management Fellowship program.

## Program Benefits

The Fellowship is a salaried full-time 12-month appointment beginning in June. The Fellowship compensation package also includes the City health and dental insurance, holiday pay, and sick leave.

Assuming Covid conditions allow, the selected Fellow will also have the opportunity to attend one or more of the following state and national education/career development programs, including: The ICMA Annual Conference; National League of Cities Congress of Cities and Exposition; and the Virginia Local Government Management Association's Winter and Summer Conference.

Professional Development opportunities through the Program's partnership with the ICMA's Management Fellowship Program, including regular conference calls, free access to ICMA's Applied Knowledge Assessment, a free subscription to PM Magazine, and complimentary 2-year membership to ICMA with access to all qualifying member benefits.

## Work Plan

Although based in the City Manager's Office, the selected Fellow will work on projects throughout the organization. The Fellow will also observe and participate in high-level management meetings, gaining exposure to a range of City departments. Assignments will be matched to the particular Fellow's interests and skill set. Anticipated areas of focus and projects will include but are not limited to:

- Annual operational and CIP budgets
- Innovation Office establishment

- Choice Neighborhood Initiative (CNI) Implementation process
- Citywide redevelopment efforts
- Facilities infrastructure group/process
- HR recruitment and succession planning
- Birthplace of American Trail (BoAT) development

## **Application Information**

### **How to Apply**

Applicants must have already or be nearing completion in the necessary coursework towards receiving a Master of Public Administration Degree, Masters of Public Policy, Masters of Political Science, Masters of Business Administration, or other relevant degree.

In order to apply, applicants should complete and submit an application via the ICMA's [Local Government Management Fellowship](#) program.

All applications must be received by **December XX, 202X**.

### **Selection Process**

The format of the Management Fellowship selection process may be dependent upon current Covid conditions but will likely involve one or more phone/virtual interviews conducted during February and March. The final selection is anticipated in March with the position beginning in June.

For questions or additional information, please contact:

Eoghan "Owen" Miller  
Assistant to the City Manager  
City of Newport News  
[millerep@nnva.gov](mailto:millerep@nnva.gov)  
(757) 926-3681

## Frequently Asked Questions

- **How do I apply for the Management Fellowship Program?**
  - Applicants should complete and submit the electronic application as well as attaching the required supplementary materials
- **What are the requirements for applying?**
  - Applicants must have received a Master's Degree in Public Administration, Public Policy or a related field by the start date of the program (June). Students who are currently completing their Masters but require a year-long internship to fulfill degree requirements will also be considered. Prior experience in state and local government is preferred
- **Is the Management Fellowship Program an internship?**
  - No, the Management Fellowship goes beyond the limits of a traditional internship. The program is a municipal management training program that offers an intense and fulfilling 12-month fellowship designed to provide successful Fellows a jump start on a career in local government
- **Is the program's start date negotiable?**
  - Generally not. The Management Fellowship begins in early June. On occasion, however, alternative arrangements can be made. Start dates should be discussed before the conclusion of the interview process
- **How are candidates evaluated?**
  - Applicants are judged on a variety of factors, including academic background, previous work and volunteer experience, career goals and potential for excellence
- **What types of work do Management Fellows perform?**
  - The Fellow will be based in the City Manager's Office but work on projects throughout the organization and across a range of departments. Assignments are matched to the particular Fellow's interests and skill set while also continuously tasking Fellows with challenging, high-level projects. On occasion, a Fellow may even have the opportunity to identify his/her own projects
- **What is a typical day for a Management Fellow?**
  - Typically, Management Fellows are responsible for directing their own time and coordinating their own schedules. At times, however, a Fellow may be asked to perform a variety of tasks or projects such as standing meetings

- **Is there any orientation or training for Management Fellows?**
  - Yes. During the first few weeks of the Fellowship, the selected Management Fellow will meet with all City Manager’s Office staff as well department directors. The hope is that the Fellow will use these opportunities to discuss the challenges and opportunities involved in the daily operations of a major American city. Opportunities also exist to tour the City's major facilities
  
- **What happens to Management Fellows after the program is completed?**
  - The City does not guarantee employment to Fellows at the conclusion of the program; however, Fellows who successfully complete the 12-month program are well prepared to compete for management positions within the City of Newport News and outside of the organization
  
- **What is the annual salary of a Management Fellow?**
  - The 2021-2022 annual salary range for the Management Fellows Program is \$38,000—\$44,000.
  
- **What additional benefits are Management Fellows eligible to receive?**
  - The Management Fellow is considered a full-time employee and will receive a comprehensive package including sick leave, health insurance (medical, dental, and vision), and one week of vacation
  
- **Does the City pay for Management Fellows relocation and/or housing expenses?**
  - No. The selected Management Fellow is responsible for his/her own relocation and housing expenses
  
- **Who to contact with additional questions regarding the Management Fellowship?**
  - For program questions, email [Eoghan “Owen” Miller](#) with the City Manager’s Office.